



**Health, Safety,
& Environmental
Policy Manual**

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Central Boat Rentals, Inc. (hereafter known as “CBR”) fully supports this CBR Health, Safety and Environment Policy (hereafter known as “HSE” policy). **Our goal is to prevent all accidents, spills, and injuries.** Protection of human life is of highest priority and actions undertaken to protect life, the environment and/or CBR assets must reflect this philosophy. We rely on each employee to actively support and implement both the spirit and letter of this policy. All employees are responsible for health, safety and environmental compliance. It is very important for each of us to understand this policy and conduct our daily business in a manner that assures compliance.

It is the intention of CBR to conduct all of its operations in such a manner as to minimize any actions that may endanger or harm the environment. CBR is aware of, and sensitive to, the ecological balances necessary to be maintained between mankind’s activities and nature’s beauty and abundance. Our policy is one of responsible environmental stewardship; our objective is to prevent pollution of any kind in our operations. CBR and its employees will follow all state, federal, and other applicable regulatory compliance standards to prevent pollution or environmental damage to the lands, water and air in which they work. In addition, all CBR employees from a deckhand to port captain have a responsibility to use their **STOP WORK AUTHORITY** whenever the situation arises.

Michael Patterson
Vice President
Central Boat Rentals Inc.

1.1 Scope And Purpose

This safety and health manual is a tool to help accomplish CBR’s Health and Safety goal of protecting human life throughout all CBR’s locations and vessels. This manual serves as a guide and reference in maintaining uniform safety policy by specifying **minimum** rules and standards applicable in all areas endorsed by management.

The contents of this manual are not intended to take the place of, substitute for or supersede any law, rule, or regulation of any governmental or regulatory agency, client or customer. There are various references throughout the manual to CFR’s and these should be referred to in addition to the wording in the manual. Any time the contents of this manual conflict with any other regulation, the requirement of the more stringent of the two shall apply. This information is not completely comprehensive on all safety rules and regulations to cover all possible hazardous situations. When a situation arises that has not been covered, or one where the instructions do not apply, consult the supervisor, safety department or office. The following policies and procedures have been prepared to address basic safety rules, policies and procedures.

Furthermore, vendors, subcontractors and others who visit or work at CBR locations and facilities will be held accountable for ensuring that environmentally sound practices and

procedures are followed. Environmental pollution hazards or violations of policies or procedures should be brought to the immediate attention of management.

1.2 Function And Classification OF The Vessels

These vessels are:

1. Designed, constructed, and operated in support of the inland and offshore oil and mineral industries
2. Documented under the laws of the United States.
3. Uninspected vessels regulated by the United States Coast Guard and other governmental regulatory bodies.

The majority of CBR's vessels are engaged in carrying equipment and supplies to and from inland and offshore drilling rigs.

In carrying out the function of the vessel, the Captain, officers and crew shall at all times operate the vessel in a safe and workmanlike manner. They will also practice the principles of good seamanship, including proper attention to and judicious use of basic navigation, machinery operation, ship handling procedures, stability, watertight integrity, cargo handling and stowage.

1.3 RESPONSIBILITY

It is the duty of management to provide an atmosphere that is supportive and encourages safe working practices and safety awareness. Each employee of CBR from the Vice President to the newest employee has very specific responsibilities for the success of the safety program.

1.3.1 Vice President

The Vice President is responsible for developing and approving safety policies for CBR, and ensuring that every supervisor and employee in CBR understands and complies with this HSE policy. The Vice President may delegate any of these responsibilities to an appropriate representative, but shall remain responsible for the overall safety program.

1.3.2 Safety Department

The safety department is the designated representative(s) of the Vice President for safety matters and is responsible for understanding and implementing the safety policy and safe work procedure of CBR. The Health Safety and Environment (HSE) Manager will develop and promulgate the steps necessary to assure that every supervisor and employee in CBR similarly understands and complies with this HSE policy.

This will be achieved by the following:

1. Provide for a regular and effective process for reporting safety activities. The Safety Department will prepare and receive these reports.
2. Develop and publish safety rules, regulations, and safe work procedures necessary for an effective safety program, including any disciplinary action needed for violations.
3. Coordinate safety and health efforts between the vessel's crews and the Safety Department.
4. Assisting, attending, & conducting crew safety training.
5. Conduct periodic safety inspections/audits.
6. Conducting and coordinating a comprehensive accident investigation and initiating the relevant reports.
7. Ensuring through the respective captains and supervisors that employees are wearing the proper PPE required by the job.
8. Advising management on the current status of safety and health aboard the vessels.
9. Providing regular progress reports on the status of the safety program.

1.3.3 Management/Supervisor Responsibilities

All managers & supervisors, including the President and Vice President, the Administration Dept., Human Resources Dept., Operations Dept., Safety Dept., Personnel Dept., Maintenance Dept., and all Captains are responsible for giving safety and loss prevention primary consideration with the other factors that affect daily business decisions. In doing so, he or she should project an attitude that all injuries can be prevented.

All managers and supervisors are responsible for actively supporting safety and loss prevention performance in their areas by:

1. Holding employees accountable through Semi-Annual Performance Reviews, qualifications, counseling, or disciplinary action.
2. Expressing safety rules and standards to visitors and CBR employees.
3. Setting safe examples.
4. Consistently enforcing safety rules and standards.

5. Reporting and investigating incidents, injuries, and serious potential incidents.
6. Conducting routine safety inspections.
7. Promptly correcting unsafe conditions.
8. Holding and documenting regular safety meetings and training.

Each Manager, supervisor, and captain will create an atmosphere in which safety issues can be proactively discussed and resolved through positive feedback and prompt action.

1.3.4 Employee Responsibilities

Employees must recognize their role in safety. That role should involve a responsible attitude for personal safety and the welfare of co-workers and contractors. It is critical to the success of our safety program that all employees have as their goal the concept that all injuries can be prevented. Employees are responsible for:

1. Performing every job safely, for the benefit of self, co-workers, contractors and for the protection of facilities. This includes the use of required personal protection equipment (PPE) and using safety equipment/devices when needed.
2. Representing CBR in a professional manner by wearing proper PPE and clothing while on duty.
3. Assisting in training of new employees and encouraging safe work practices.
4. Reporting unsafe hazards, conditions and/or practices to a supervisor and, when possible, correcting them.
5. Immediately reporting every injury and/or incidents, near misses, fires, the spillage of any pollutant no matter how small, regardless of severity, to a supervisor and office. Cooperate in completing an accident/incident report.
6. Assisting in reporting and investigating incidents, injuries, and serious potential incidents.
7. Participating in all safety training.
8. Avoiding improvisation, which entails unnecessary risk. If in doubt regarding job procedures, consult with a supervisor before proceeding.
9. Using the correct tool for the job.
10. Keeping tools and equipment in good condition.

11. Developing a personal concern for your own safety, and the safety of others. Require that all persons boarding a CBR Vessel wear the proper PPE. This includes dock workers and persons engaged in the repair of equipment.
12. Taking care when working at heights above 6 feet to wear the required safety harness and avoid the possibility of materials, tools and/or equipment falling on to persons below.
13. Knowing their muster station and assigned duties during emergency situations.
14. Working with supervisors in developing a JOB SAFETY ANALYSIS (JSA) so all employees are familiar with the safe working practices of their respective job duties.
15. Remembering that reckless, willful, or knowing disregard of health, safety and welfare policies, or instructions, can result in their removal from the work location and/or termination of employment.
16. Maintaining a high level of personal hygiene.
17. Reviewing and becoming familiar with the contents of this and other pertinent safety manuals, handbooks and CBR publications.
18. Reporting any violations of Federal, State and Local laws or CBR regulations to the supervisor, Safety Department, or office.
19. Observe all posted warning signs, especially those requiring PPE. In areas not posted, utilize safe work practices and good judgement.

1.3.5 Contractor Responsibilities

- 1) Ensuring that their employees are trained in CBR safety rules and practices and in job specific procedures.
- 2) Providing and maintaining necessary safety equipment for their employees.
- 3) Reporting injuries, incidents and unsafe acts/conditions, no matter how slight (including property damage), **immediately** to a CBR representative.
- 4) Providing a representative on site who can communicate with all contract personnel and CBR representative.
- 5) Holding pre-job safety meetings and other safety meetings as needed during the execution of the job.

In addition, contractor employees are responsible for:

- 1) Performing all work in a safe manner.
- 2) Knowing and following CBR's HSE Manual.
- 3) Showing proof of qualifications, certification as required for the job (i.e. crane operation certification).

1.4 Illegal Drugs, Intoxicants, Deadly Weapons, Explosives, Search of CBR Property

- 1) It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees are required to follow this safety policy concerning possession and use of drugs, alcohol, firearms and other weapons (known hereafter as weapons), and the unauthorized possession of CBR property. Affected employees include all full time, part time, temporary, contractor, and subcontractor employees. This policy includes employees' families.
- 2) All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
- 3) All employees who work in designated work areas and/or job assignments are responsible for maintaining a drug, alcohol, and weapons free work environment in accordance with this policy. All employees are responsible for preventing the unauthorized possession of CBR property.
- 4) CBR prohibits the possession and use of illegal drugs, alcoholic beverages, and weapons by any person on CBR premises. The illegal use or possession of substances covered by this policy include, but is not limited to, alcoholic beverages, marijuana, cocaine, mind or mood altering substances, "look-a-like" substances, inhalants, and prescription drugs that have not been authorized. Drug related equipment, paraphernalia, or literature is also prohibited. Weapons covered by this policy includes every type and classification of firearm, ammunition for any such firearm, and any other type of weapon or instrument which may be used as a weapon.
- 5) The following rules apply:
 - a) All vessels, docks, vehicles, and offices owned or operated by CBR shall be alcohol and drug free.
 - b) The use or possession of illegal drugs and alcoholic beverages on board a vessel or dock owned or operated by CBR is strictly prohibited.

- c) Any person boarding a vessel owned or operated by CBR must obtain the authorization of the master and the personnel manager before bringing prescription drugs aboard.
 - d) The use and possession of any type of weapon, including firearms and ammunition for firearms, aboard any vessel or dock owned or operated by CBR is strictly prohibited.
 - e) The unauthorized possession of any property owned by CBR by any person aboard a vessel or dock owned or operated by CBR is strictly prohibited.
 - f) Any person on board a vessel owned or operated by CBR, whether employed by CBR or not, may be subject to search by CBR for the possession of illegal drugs, alcoholic beverages, weapons, and unauthorized possession of property owned by CBR.
 - g) All illegal drugs, alcoholic beverages, or weapons brought aboard a vessel or dock owned or operated by CBR by any person, whether an employee of CBR or not, is subject to confiscation by CBR.
 - h) All illegal drugs, alcoholic beverages, or weapons confiscated by CBR may be turned over to the appropriate law enforcement authorities.
 - i) Any person, whether an employee of CBR or not, who is found in possession of any of the items or substances prohibited by this policy, as well as any person who refuses to comply with a search or investigation as described in these rules, will be subject to immediate removal from the vessel or dock. CBR employees will also be subject to disciplinary action, including termination of employment.
 - j) Any person on board a vessel or dock owned or operated by CBR, whether employed by CBR or not, may be required to submit to a breath, urine, and/or blood test for illegal drug and/or alcohol usage.
- 6) Any person or employee, including dockside employees and tugboat crews, who refuses to submit to a breath, urine, and/or blood test for illegal drug and/or alcohol usage at the direction of CBR will be subject to immediate removal from the vessel or dock. CBR employees will also be subject to disciplinary action, including termination of employment.
- 7) Any employee who determines he or she has a drug and/or alcohol abuse problem, may seek assistance through CBR Employee Assistance Program, without fear of retribution or termination of employment. Refer to CBR Employee Assistance Program Policy for details.

1.5 HOUSEKEEPING AND MATERIALS—29 CFR 1910.22, 33 CFR 142.84

Good housekeeping can prevent a large part of slips, trips, and falls or similar accidents. For this reason, good housekeeping is and will always continue to be a large part of the safety program. Good housekeeping is the basis of this safety procedure and the following rules will be strictly observed.

In the stowing of materials, caution shall be exercised so that the material, equipment and supplies are stable with no danger of creating a tripping hazard by tipping over.

Store heavy and bulky items on the bottom, fragile items on top, limiting them in height.

Materials must be strapped, blocked, or interlocked to prevent sliding or collapse.

Materials shall not be stored where they obstruct access to any emergency equipment (e.g. fire alarm, fire extinguisher, fire hose, first-aid equipment, fire ax, etc.) or any exit, electrical switch box, safety warning device or safety sign or placard.

Incompatible materials shall be stored in such a manner as not to create a hazard.

Place trash and unusable material or equipment in suitable containers for disposal. Mark containers as to its contents.

Clean up any spill and/or cover with sand, shell, sawdust, or other absorbent material.

Maintain walkways and work areas even and smooth.

1.5.1 Proper Dress Code

No employee shall be allowed to work without a shirt. The shirt should be tucked in your pants.

Long pants shall be worn at all times. Pant's cuffs shall not be torn or frayed. Shorts are not allowed in any working/operating area.

The wearing of jewelry such as rings, watchbands, or neck chains on the job is discouraged.

GALLEY AREA—In order to maintain a clean and pleasant area for all to enjoy, no employee will be allowed to enter with:

1. short-shorts

2. excessively oily, greasy, and dirty work clothes
3. hand gloves
4. work tools
5. muscle shirts
6. sleep wear

1.5.2 Personal Hygiene

1. Good personal hygiene is essential due to close living quarters.
2. Employees shall bathe or shower on at least a daily basis.
3. Wash hands thoroughly after using the toilet or before eating.
4. Make sure hands are clean at all times, when handling food or eating utensils.
5. Wear properly laundered clothing free from grease, oil, or chemicals.
6. Clothing should be washed and dried on a regular basis.
7. Bunks should always be made up with sheets and pillow cases.
8. Do not sleep on bunks while wearing oily or greasy clothing.
9. Clothes and personal belongings should be properly stored in drawers and lockers provided. Do not scatter clothes or personal belongings on the floor.

1.6 Watchkeeping 46 CFR 15.1109, 15.705, 15.850, 131.915, 131.980, 185.410, 72 COLREGS

When underway each vessel shall at all times maintain a proper lookout by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and the risk of collision.

When underway each vessel shall at all times proceed at a safe speed so that proper and effective action can be taken to avoid collision and be stopped within a safe distance appropriate to the prevailing conditions.

When underway each vessel shall utilize all available means appropriate to the prevailing circumstances and conditions to determine if risk of collision exists. If there is any doubt such risk shall be deemed to exist.

The vessel logbook shall be maintained, with all federally required and company required log entries made. The vessel business, particularly any event that affects vessel operation or safety, must be made part of the official log.

1.7 OPERATIONAL PROCEDURES

LIST OF DOCUMENTATION

The following Documentation must be maintained onboard the vessel under glass in the wheelhouse:

U.S.C.G. Certificate of Documentation
F.C.C. License
F.C.C. Radio Safety License

The Captain and/or Mate's license must be maintained on the vessel at all times, and must be available for inspection.

All of the above Documents must be renewed prior to its expiration date.

1.7.1 VESSEL RECORD KEEPING

DAILY VESSEL LOGS (MASTER'S LOGS)

Each vessel is to keep logbooks accurately and legibly. One copy will be retained aboard the vessel for a period of one (1) year, and the Customer Copy and Division Copy are to be submitted to the Office every fifteen (15) to thirty (30) days, as required per Customer Contract. The U.S.C.G. requires towboats to accurately maintain Logs. Every entry shall be made as soon as possible after the occurrence to which it relates. If not made on the same day as the occurrence to which it relates, the date of the occurrence and the date of the entry shall be recorded. No errors can be made in the log; therefore **NO LIQUID PAPER IS TO BE USED TO CORRECT ERRORS**. Any incorrect statement must be corrected by drawing a single line through the entry and initialing the same.

The following entries will be made when applicable:

1. Vessel name, current date, Customer's name, Rig or location name.
2. Departure, arrival and description of operations, including cargo being carried.
3. Full crew list, including position.
4. Operating data, including fuel oil and lube oil.
5. Any passengers onboard.

6. Any accident, collisions, stranding, damage to vessel or gear, unusual occurrences or events which the Captain feels necessary to log in.
7. Any injuries/illnesses or crew personnel or passengers onboard vessel.
8. Any changes in crew, giving complete details.
9. Weather conditions.
10. Draft of vessel.
11. Whether or not an accident has been reported.

It is extremely important that entries regarding accidents be complete, no matter how trivial it may seem at the time. The Daily Vessel Log Book must contain a true and accurate record of the event. NO LEAF IS TO BE TORN OR ERASURES MADE.

The Daily Vessel Log entries must be signed by the Captain. It is the Captain's responsibility to provide the pertinent information on each and every log.

FUEL & LUBE LOGS

Fuel and Lube Logs are to be maintained at the onset of each commencement of a new job, and to be completed at the end of the charter. These Fuel and Lube Logs are for the main purpose of providing adequate accounting to our Customers.

FUEL BOAT RECAPS

1. Are to be filled out and turned in with Daily Vessel Logs.
2. At the top you are to put the CURRENT CHARTER JOB SOUNDINGS DATE AND TIME. This is to figure you MUST begin a new month with the EXACT DIESEL AND LUBE OIL "Starting Balance" which ended prior month.
3. IF YOU CHANGED JOBS DURING THE MONTH, YOU MUST complete a NEW Recap Sheet for the new job. (Examples are attached).

Many people have the misconception that office work is not hazardous and consider office injuries inconsequential. The listed precautions, along with each individual's safe behavior, can serve as a basis for an effective office safety program and the prevention of unsafe acts and conditions.

2.1 Examples of Office Incidents

1. Falls from chairs.
2. Slips, trips and falls on the same level or from elevations.
3. Lifting or moving heavy or bulky objects.
4. Repetitive or awkward movements (ergonomics).
5. Falling objects or encounters with fixed or moving objects.
6. Pinches, mashes, or abrasions.
7. Eye strain or muscle aches.
8. Carpal tunnel syndrome.

2.2 OFFICE SAFETY PRECAUTIONS

Safety meetings should be held at regular intervals by office supervisors.

Office personnel going to field locations should be aware of the training and personal protective equipment that will be required for their visit and ensure they bring the equipment with them or make arrangements for the field to furnish the equipment before they arrive. Contact field supervision for specific requirements.

Become familiar with emergency procedures and know the appropriate evacuation route from your work station. Evacuation routes for each floor and building area are clearly marked.

Office personnel are responsible for visitor orientation and evacuation.

During fire drills, a designated person shall make last minute searches of his areas to ensure all personnel are evacuated. Everyone should clear their area quickly and aid anyone if they request assistance. Close the door on your way out.

During evacuations, use the stairways, following the nearest exit signs and evacuation drawings. Women should remove high heels to avoid falling down stairs. Check closed doors for temperature and smoke before opening.

Properly position a chair before sitting, and once seated, keep at least one foot and all chair legs on the floor at all times.

Keep all passageways, entryways, aisles, storerooms, service rooms and work areas clean, orderly, sanitary and well maintained, with no obstructions.

Aisles and hallways shall provide unobstructed movement and immediate access to emergency exits and to fire protection equipment.

Safety stack material/boxes to avoid creating a hazard.

File drawer and desk drawers should not be left open. Do not overload top drawers so that files tip over. Secure file cabinets and bookcases as appropriate. Keep heavy files in lower drawers.

Do not open a file drawer if someone is working underneath.

Each work station should be arranged to meet specific individual needs. Select the proper chair, adjust the chair height, organize the desk, position the video display terminal (VDT) screen, and position the keyboard to suit the individual.

When working at a VDT or PC for long hours, periodically change positions, stand up, or stretch to relieve muscle tension and eye strain.

Lighting should be installed or positioned to minimize direct or reflected glare or harsh shadows, and to counteract potential stress and eye fatigue in VDT users.

Use of extension cords should be minimized and arranged to avoid tripping hazards and electrical overload.

Do not pull an electrical cord to shut off power to any equipment.

Disconnect (unplug) the power source before trying to remove jammed materials from a machine.

Installation or repair of any electrical equipment shall be done by qualified workers using only approved materials.

Office machines with moving parts, high temperature hazards, and electrical shock potential shall not be operated without proper safeguards in place.

Keep flammable or combustible material and residue in a building or operating area at minimum. Store in metal safety cans or storage cabinets that meet Underwriter's Laboratories, Inc. or Factory Mutual approval.

Keep food, drink and excessive combustible materials away from electrical equipment, computers, work stations or PC's. Damage to circuitry or destructive fires may result.

Secure paper cutter blades in the down position when not in use.

Store Xacto knives, thumb tacks, and other sharp objects in proper containers or with the blades and points covered or shielded. Secure sharp edges before disposing of these items.

Do not scoot across the floor while sitting in a chair, and do not lean sideways from a chair to pick up an object.

Use only stools or step ladders to reach materials stored above eye level. Rolling stools and ladders should be equipped with brakes that operate automatically when weight is applied. Chairs are unacceptable to use as climbing devices.

When moving equipment, furniture, or boxes, use proper carts, dollies, or trucks.

Use plywood to spread out the load when moving heavy loads across raised floors (computer floors).

Check for raised or unsecured floor tiles to prevent tripping hazards.

When material must be carried, use proper lifting and carrying techniques. Refer to proper lifting techniques and training materials.

2.3 WAREHOUSE SAFETY

All entrances and exits will be kept clear of obstructions and unlocked during working hours.

All aisles will be kept clear of tripping hazards.

Fire extinguishers will be inspected as needed and kept in a ready to use position.

Equipment should be stacked securely on shelves and neatly in designated storage bins.

Trash cans should be emptied as needed to prevent fire hazards.

All spills will be cleaned up to prevent slipping hazards.

No horse playing.

All wall mounted tools must be secured to prevent falling.

2.4 FORKLIFT SAFETY

These procedures apply to all employees using a forklift for company purposes. All employees, before using a forklift for the first time must be evaluated and tested on the use of the specific forklift.

2.4.1 Forklift Operation

All name/data plates and markings on forklifts shall be in place and in legible condition.

The right-of-way must be given to all vehicles and pedestrians.

No forklift is to be used for any purpose other than the one for which it was designed. Misuse includes pushing, towing, lifting below the forks, etc.

Only loads within the rated load capacity of the forklift shall be carried.

The operator is to keep hands, feet, and legs within the operating area of the forklift.

The forklift operator will wear the safety seatbelt at all times.

When operators must dismount forklifts, they should do so only after the forks are fully lowered, the controls are in neutral, and the brakes are set. If the vehicle is left unattended, the engine must be shut off and the ignition key removed. The key should be kept secure and only given to authorized operators.

Do not block aisles or doorways when parking.

Only the operator may ride on the forklift!

Standing, working or walking under the elevated portion of the forklift is prohibited.

No horseplay is allowed on forklifts.

If the forklift is found to be unsafe, it is to be taken out of service immediately for repairs.

Use all safety equipment provided by the Manufacturer.

No forklift shall be operated or utilized in any manner within 10 feet (3 meters) of energized overhead power lines rated at 48-50,000 volts. For power lines rated over 50,000 volts, the minimum clearance between the lines(s) and the forklift shall be 20 feet (6 meters).

3.1 VEHICLE SAFETY

Central Boat Rentals owned, leased or rented vehicles are **for business use only**. All drivers of company vehicles must be at least 18 years of age and insurable under the company vehicle insurance policy.

The details of ANY ACCIDENT, no matter how minor, must be reported to the appropriate supervisor immediately.

A vehicle driven by an employee of Central Boat Rentals is a highly visible representation of the company to the community. It is a reflection of the company and the person driving it. Therefore, all company vehicles are expected to be kept clean inside and out.

The vehicle manufacturer's recommendations for regular preventative maintenance are to be followed. It is the employee's responsibility to check and maintain all fluid levels in the vehicle. It is the employee's responsibility to advise the Personnel Managers, if possible in writing, of pending maintenance requirements or any mechanical problems, at the onset of such problems. The company will pay for the repair and preventative maintenance of its vehicles; including oil changes. A substitute vehicle may be supplied, at the discretion of the Personnel Managers, when a vehicle is being repaired or serviced.

When an employee is using a company vehicle, or using any vehicle on company business, anytime, the wearing of seat belts, at all times, by all occupants, is mandatory.

Any employee who might drive any vehicle owned, rented, or leased by Central Boat Rentals is expected to have a valid driver's license, issued by the State of Louisiana. The license should be photocopied and put into the employee's file.

In the event that an employee's driver's license is suspended or revoked, for any reason, the employee is to notify the Personnel Managers immediately. **Driving any company vehicle without a valid driver's license may be grounds for termination.**

When an employee is operating a vehicle on company business, he/she shall not use or have used or consumed illegal drugs or any prescription drugs unless specifically instructed by the prescribing physician that the prescription drugs will not affect driving ability. The use of alcohol, while operating a company vehicle is also prohibited.

Violation of these terms are grounds for termination.

Drivers who operate company vehicles, rental vehicles or their own vehicles on behalf of CBR are responsible for the safe operation of the vehicle. Additionally these rules are to be followed:

Drivers must maintain a valid driver's license at all times and must report any changes in status immediately to their supervisor.

Drivers must safely operate vehicles in accordance with all applicable laws, including DOT requirements.

Vehicles are to be maintained in a safe operating condition and any unsafe condition should be corrected or reported immediately.

Vehicles should not be left running while unattended unless there is a legitimate business reason.

Drivers of vehicles must ensure that all occupants wear seat belts.

The use, possession and distribution of alcohol, illegal drugs; deadly weapons or unauthorized explosives while on CBR premises, in CBR vehicles, or rental/personal vehicles while on CBR business, is prohibited. Likewise, the consumption of alcoholic beverages or driving under the influence while operating company vehicles or rental/personal vehicle while on CBR business is prohibited. **Violation of these terms are grounds for termination.**

Drivers should conduct a 360-degree walk-around before getting into their vehicle.

Vehicles will be driven with headlights on at all times.

Company rental vehicles should be equipped with air bags.

Barriers should be used to ensure loads do not move within the cab of vehicle.

All drivers shall complete the required company defensive driving course prior to operating a company vehicle.

3.1.1 Cell Phone Use while Operating a Company Vehicle

Using a cell phone while driving increases the risk of an accident. Therefore, cell phones shall not be used while driving a company vehicle. If a call to the driver is received, or if the driver must place a call, the driver shall find a safe place to pull over and take or place the call. When driving on customer property, cell phone use is prohibited.

3.2 OFFSHORE TRANSPORTATION

The offshore environment offers some unique hazards. This section provides an overview of travel to and from offshore platforms, rigs and vessels. Specific details can be provided through “Going Offshore orientation programs, platform rig briefings and local hurricane action plans. If you have a specific offshore question, **ASK!**

3.2.1 Reporting in at a Shorebase

Report to the Dispatcher or gate guard at the shore-base or pier to arrange transportation. Transportation will be by helicopter or by boat. Complete the Passenger Manifest, including name, company, destination, weight and baggage weight (required for helicopter travel)

All travelers should have personal protective equipment (hard hat, safety-toed shoes or boots, eye protection, PFD).

3.3 CREW BOAT SAFETY

1. Follow the boat Captain's instruction. He is in complete charge of the boat and its passengers. The Captain has the authority to refuse passage to anyone he considers to be an unsafe passenger. Follow the Captain's instructions as to the loading/unloading procedures, storage of luggage and cargo, seating arrangements, and smoking restrictions.
2. Provide the Captain with all information requested at the time of boarding. This may include your name, company affiliation and destination.
3. Disembarking to/from boat and platform in open water is potentially hazardous. **YOU MUST WEAR A TYPE I or III/V (Work Vest), snugly fitted, and securely fastened during personnel transfer by personnel basket or swing rope.**
 - a. **Transfer by personnel basket:** Position yourself on the deck of the boat as directed by the Captain. The basket will be lowered onto the deck from the structure or rig platform. When it is on the deck, place your luggage in bottom center of the basket. Place one foot on the outside rim of the basket, and grasp the basket ropes securely. Keep your knees slightly bent or flexed, and be prepared for unexpected moves, particularly in rough seas. As the basket is lifted off the boat deck step onto outside rim of basket with other foot. Do not lean in or out, but instead stand straight.
NOTE: Only personal articles should be transferred on the personnel basket.
 - b. **Transfer by the swing rope:** Face where the boat is bumping against the platform. Have both hands and arms free, catch the knotted rope when the boat is on top of a swell, and swing to the platform by pushing off from the boat with your feet. Do not let swing rope get between your legs. Always keep feet and legs clear of the platform landing.
NOTE: Do not carry luggage while transferring by swing rope.
4. In the event that a person falls into the water, immediately inform the boat Captain by shouting **"MAN OVERBOARD!"** Assist in the rescue as directed by the Captain.

CBR is devoted to improving the safety of the work environment. Only through the cooperation of managers, supervisors, and crewmembers can this be accomplished. This section outlines programs and procedures to control exposure to hazards, chemicals and physical agents in the workplace.

4.1 FIRST AID

1. Follow known and acceptable first aid practices
2. Do not exceed your training or qualifications
3. Barriers shall be worn prior to administering first aid or CPR. All precautions must be made to prevent the contacting of body fluids.
4. First Aid Kits and Bloodborne Pathogen kits shall be made accessible, easily visible, and inspected regularly for proper contents.
5. Know the location of emergency equipment
6. Each vessel must carry either an approved first aid kit or a kit with equivalent contents and instructions.

4.2 HAZARD COMMUNICATION POLICY

This written program had been developed by CBR to assist with general information requirements as per the OSHA Hazard Communication Standard CFR 1910.1200.

This written program is available for review by all employees, contractors, visitors, guests, and service personnel.

This written program is available on all CBR vessels, operations offices, dock offices, and corporate headquarters.

Copies of the CBR HSE Policy Manual are available for all contractor employees in an effort to communicate CBR policies and procedures.

4.2.1 Responsibility for Program

The HSE Manager for CBR is responsible for the overall application of the Hazard Communication Standard. The HSE Manager will periodically review and update the program as necessary. He will also conduct the required Hazcom training in accordance with 29 CFR 1910.1200 (h). He will ensure that all **Right to Know** stations contain an up-to-date chemical inventory and MSDS binder.

The person responsible for placing an order containing hazardous materials (including Operations personnel, Personnel managers, Dock Supervisors, and/or the Captain of the vessel) will be responsible for obtaining an MSDS for a covered chemical at the time of delivery.

Captains shall be responsible for the location and maintenance of the MSDS binder on board their vessel as required by the Safety Department.

4.2.2 Hazardous Chemicals Inventory

A chemical inventory for all chemicals will be located in the Right to Know stations in the following spaces:

- Berwick Dock Office
- Morgan City Dock Office
- Safety Office
- On board each vessel

4.2.3 Material Safety Data Sheets (MSDS)

The MSDS is a document, written by the chemical manufacturer, used to communicate the specific hazards of the chemical to the user. The MSDS is chemical specific: it contains information about the chemical and physical properties of the compound, as well as its toxicity, first-aid, fire fighting, and spill procedures.

Employees affected by any chemicals in their work area have access to MSDS at all times. If an MSDS is not available, notify the Safety Department.

MSDS locations are as follows:

- Berwick Dock Office
- Morgan City Dock Office
- Safety Office
- On board each vessel

If an MSDS was not provided with the shipment, then the person responsible for the purchase will request an MSDS from the supplier. If an MSDS is unavailable from the supplier, then the person responsible for the purchase shall contact the Safety Department for assistance.

The Safety Director will provide a copy of the new MSDS to the affected person(s) or vessel(s) using the chemical, and will ensure a copy is filed at all landsite Right to Know stations. Additional information concerning a chemical may be obtained by reviewing the MSDS, or by contacting the Safety Department.

The MSDS contains the following OSHA required chemical information:

- Product name (including synonyms & trade names)
- Hazardous ingredients
- Physical and chemical characteristics (i.e. flash point, vapor density, etc.)
- Physical hazards (fire & explosion hazard, reactivity, etc.)
- Health hazards (i.e. signs & symptoms of exposure, etc.)
- Primary route(s) of entry
- OSHA Permissible Exposure Limits (PELs)
- If the chemical is a known or suspected carcinogen

- First Aid procedures
- Reactivity
- Personal protective equipment
- Spill or leak clean-up procedures
- Handling & storage
- Special information for working with the substance

4.2.4 Labeling

The Captain of the vessel and/or dock Supervisor will verify that all containers received at CBR's work locations are clearly labeled with the contents and display the appropriate hazard warning(s). Manufacturer labels should list, as a minimum: 1) the chemical identity; 2) appropriate hazard warnings; and 3) the name and address of the manufacturer, importer, or other responsible party. Supervisors may refer to the corresponding MSDS to verify label information.

The supervisor will check the containers shipped by vehicle or vessel for proper labeling. Missing, damaged, or otherwise illegible labels shall be replaced.

Note: if you transfer chemicals from a labeled container to an unlabeled portable container that is intended only for your immediate use, no labels are required on the portable container. However, if you do not return the contents of the unmarked container to the original container at the end of your shift, or you do not keep the unmarked container in your control at all times, you must mark the container with the contents. Failure to properly mark a container can lead to serious injury of a fellow employee.

4.2.5 Labeling Information

Hazard warning labels are generally designed in three types:

- Hazardous Material Information System (HMIS)
- NFPA 704M "Fire Diamond"
- DOT Hazard Class

The HMIS label is used to communicate the hazards associated with a chemical during its use, and the personal protective equipment necessary for safe handling and use. It is rectangular in shape and uses the four colors and sections described below.

The NFPA "Fire Diamond" informs emergency responders of the hazards associated with that chemical when it is involved in a fire, or is located near a fire (where the chemical may be at risk for increased temperature, BLEVE, etc). It is diamond shaped and uses the same four colors used by HMIS. If an employee can read one label, then he can read both.

HEALTH HAZARDS - BLUE

- 4 – Severe
- 3 – Extreme Danger
- 2 – Hazardous
- 1 – Slightly Hazardous
- 0 – Normal Material

Fire Hazards – Flash Points - Red

- 4 – Below 73 degrees F
- 3 – Below 100 degrees F
- 2 – Above 100 degrees F
- 1 – Will Not Burn

REACTIVITY – incompatibility - Yellow

- 4 – May Detonate
- 3 – Shock or heat may cause detonation
- 2 – Violent change
- 1 – Unstable if heated
- 0 - Stable

PERSONAL PROTECTION - White

HMIS - Pictures or letter codes (requiring a code key) are used here for PPE required.

NFPA – Letters are used to communicate additional hazards.

DOT HAZARD CLASSES

Use of the nine DOT hazard class labels is common, and an important part of employee protection in the workplace. Specific examples of these labels are available at the Safety Office, and in the DOT Emergency Response Guidebook. Each class identifies the primary hazard of the chemical. Detailed explanations of the chemical hazards are located on the manufacturer's label, and MSDS.

<i>Class</i>	<i>Description</i>
1	Explosives
2	Gases (Compressed, liquefied, or dissolved under pressure)
3	Flammable liquids
4	Flammable solids or materials
5	Oxidizing materials
6	Poison and infectious materials
7	Radioactive materials
8	Corrosives
9	Miscellaneous dangerous materials and other regulated materials

4.2.6 Employee Training and Information

The Safety Department is responsible for employee training, including new-hire orientation. The format of the training program includes actual MSDS's, labels, classroom instruction, student manuals, PowerPoint Presentations, and on-site training.

Prior to starting work, new employees of CBR will attend a new-hire safety orientation-training course. The HAZMAT, HAZCOM, HAZWOPER training covers the following items:

- An overview of requirements contained in the Hazard Communication Standard
- The Company's (CBR) written program
- Location and availability of the written program
- Location of MSDS binders and chemical inventory
- Operations in the workplace where hazardous chemicals are present
- How to read labels and an MSDS to obtain chemical specific information
- Chemical and physical properties of hazardous materials (e.g. flash point, potential for fire or explosion, reactivity, etc.)
- Method and observations that may be used to detect the presence or release of chemicals in the workplace (employer monitoring, use of air monitoring devices, visual appearance or odor of hazardous chemicals when released, condition of containers, etc.)
- Physical and health hazards of the chemicals in the work area, including signs and symptoms of exposure
- Use of personal protective equipment and how to lesson or prevent exposure (i.e. personal protective equipment required, proper use and maintenance; work practice or methods to assure proper use and handling of chemical)
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks (incidental releases)

4.2.7 Hazards of Non-Routine Tasks

CBR employees may be required to perform non-routine tasks with potential exposure to new substances or hazards when on-site, working for a customer. The customer is responsible for pre-job instructions to all affected CBR employees. This will include the specific hazard and protective measures to be taken.

When CBR introduces a new chemical as part of a new or non-routine task to the workplace, a special training session will be conducted to inform all affected employees regarding the hazards of the new chemical, and proper precautions for handling and avoiding exposure.

4.2.8 Hazards of Contractor's Chemicals

When a contractor intends on bringing hazardous chemicals onto any work location of CBR, the contractor foreman shall inform CBR supervisors of this intention during the work planning process. The contractor is responsible for ensuring that hazardous chemicals are properly labeled, have proper MSDS information, and personal protective equipment for his (the contractor's) employees.

4.2.9 Basic Rules and Procedures for Working with Chemicals

MSDS sheets are available at each location listed in Section 4.2.2.

Before contractors begin work, CBR will inform the contractor of any potential chemical hazards associated with the job.

In case of eye or skin contact with chemicals, promptly flush the area with water for an extended period (15 minutes), remove contaminated clothing and seek medical attention in accordance with warning labels and the MSDS.

Promptly clean up spills using appropriate personal protective equipment and spill equipment. Dispose of all materials properly.

Do not smell, taste, sniff, or touch a chemical in an attempt to identify it.

Do not eat, drink, smoke, or chew gum in rooms where laboratory chemicals are present. Wash hands before conducting these activities.

Do not store food or beverages in chemical storage areas or laboratory refrigerators.

Chemicals and equipment must be properly labeled and stored.

4.2.10 Chemical Handling and Storage

No container should be received, accepted, or transported which has been damaged or does not display appropriate labeling.

Stored chemicals should be examined periodically (as determined by the supervisor) for deterioration, container integrity, and necessary replacement/overpacking.

When chemicals are hand-carried, the container should be sealed.

Incompatible chemicals must not be stored near each other.

Unused cylinders must have the safety cap attached, and the cylinder must be secured upright.

4.3 RESPIRATORY PROTECTION PROGRAM 29-CFR 1910.134

4.3.1 General

The OSHA General Industry standard for respiratory protection, 29 CFR 1910.134, requires that an employer establish a respiratory protection program. The following procedures are based on the 11 commandments established by OSHA.

4.3.2 Guidelines

1. The guidelines in this program are designed to help reduce employee exposures against occupational dust, fumes, mists, radionucleotides, gases and vapors.
2. The primary objective is to prevent excessive exposure to these contaminants.
3. Where feasible, exposure to contaminants will be eliminated by engineering controls (general and local ventilation, enclosure or isolation, and substitution of a less hazardous process or material).
4. When effective engineering controls are not feasible, use of personal respiratory protective equipment may be required to achieve this goal.
5. All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and packaged or stored to prevent deformation of the facepiece and exhalation valve.

4.3.3 Responsibilities

1. Management

It is management's responsibility to determine what specific applications require use of respiratory equipment. Management must also provide proper respiratory equipment to meet the needs of each specific application. Employees must be provided with adequate training and instructions on all equipment.

2. Supervisory

Officers, directors, managers, representatives, ship's officers or any other group leaders of each area are responsible for insuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements for the areas in which they work. They are also responsible for

insuring that their subordinates comply with all facets of this respiratory program, including respirator inspection and maintenance.

3. Employees

It is the responsibility of the employee to have an awareness of the respiratory protection requirements for their work. Employees are also responsible for wearing the appropriate respiratory equipment according to proper instructions and for maintaining the equipment in a clean and operable condition.

4.3.4 Administration

1. The HSE Manager is responsible for overall program administration.
2. The Personnel Director is responsible for the identification of job descriptions to determine what employees are affected and require the use of respiratory protection.
3. The Company Physician is responsible for monitoring the health of company employees via a comprehensive medical and health program, including physical examinations.
4. The Operations Manager is responsible for directing and coordinating engineering projects that are directly related to respiratory protection.

4.3.5 Employee Medical Monitoring

1. Pre-employment physical examinations are conducted on all employees to assure that they are in adequate healthy condition (physically able to perform their work and can use respiratory equipment as required). In addition, pulmonary function and auditory tests shall be carried out in all pre-employment physicals.
2. Periodic physical examinations may be given to regular employees in order to assist them in maintaining their health.

4.3.6 Respirator Selection

Respirators are selected and approved by management. The selection is based upon the physical and chemical properties of the air contaminates and the concentration level likely to be encountered by the employee. A respirator shall be made available to each employee who is placed in a job that requires respiratory protection. Replacement respirators/pre-filters will be made available as required. Filters and pre-filters shall be kept in a clean, dry place.

Respirators currently approved by this company are:

Respirator

Model

Pro-Tech

B270 (Silicon half mask) or B501 (PVC full face mask)

The following filters are supplied with respirators (these fit either mask):

F200-10-Pre Filter

G100-6- Organic Vapor

G110-Multi-purpose cartridge-Protects against ammonia, chlorine dioxide, hydrogen chloride, hydrogen fluoride, formaldehyde, sulfur dioxide and other organic vapors.

Filters shall be discarded and replaced after each use.

4.3.7 Employee Training

The supervisor or vessel officer relative to their responsibilities in the respiratory program must instruct each employee, upon assignment to an area requiring respirators. They will also be instructed in need, use, limitations, and care of their respirator(s).

4.3.8 Fit Testing Policy

When performing training and fit testing of respirator users, it is CBR's position that fit testing wearers with facial hair that protrudes under the respirator seal or interferes with respirator valve function should not be conducted.

CBR will not conduct fit tests on people with facial hair (except well trimmed moustaches and side burns) for either negative pressure or positive pressure tight fitting respirators. Further, our use limitation instructions provide that all tight fitting respirators should not be used with "beards or other facial hair that prevents direct contact between the face and the edge of the respirator."

4.3.9 Employee Fit Testing

Employees required to wear a respirator must be fitted properly and tested for a proper face seal prior to use. Manufacturers provide fitting instructions and use limitations on the product packaging. Quantitative fit testing is acceptable for most hazards on the workplace.

Suggested Fit Testing Procedures are as follows:

1. Show employee the proper way to don a respirator, proper positioning, strap tension, and determine if there is an acceptable fit.
2. Let employee select the respirator they want to use in according to the correct size.
 - a.) Tell employee they are being allowed to select their own respirator in order to get a good comfortable fit.
 - b.) Tell employee to place different masks of different sizes to their face in order to find a mask that has a good fit.
3. Have employee put on the chosen mask and wear for 5 minutes in order to assess comfort.
 - a.) When assessing comfort, ask about:
 - i) Position on the nose
 - ii) Room for eye protection
 - iii) Room to talk
 - iv) Position on face and cheeks.
4. Determine adequacy of respirator fit by checking:
 - a.) Chin placement
 - b.) Strap tension
 - c.) Fit across nose bridge
 - d.) Size of mask—goes from nose to chin
 - e.) Look in mirror for self—observation
5. Have employee move head up and down and side to side while taking slow deep breaths in order to seat the mask on face. Employee conducts user seal check.
 - a.) Positive pressure check
 - i) Close off the exhalation valve
 - ii) Exhale gently into facepiece

b.) Negative pressure check.

- i) Close off inlet opening of canister or cartridge by covering with palm of hand, or by replacing the filter seals.
- ii) Inhale gently until facepiece collapses slightly.

6. Fit Testing Exercises

- a.) Normal breathing—1 minute
- b.) Deep breathing—1 minute (slow deep breaths in order not to hyperventilate).
- c.) Turn head from side to side—inhale at each side—1 minute
- d.) Move head up and down—inhale in up position—1 minute
- e.) Talk—Read prepared text, count backward from 100, or recite a memorized poem.
- f.) Bend over—at waist, pretend touching toes, or jogging in place—1 minute
- g.) Normal breathing—1 minute

4.3.10 Respirator Inspection and Maintenance

The following points should be considered for respirator inspection and maintenance:

- 1. The wearer of a respirator will inspect it prior to its use.
- 2. Supervisor or vessel officers will periodically spot check respirators for fit, usage, and condition.
- 3. Respirators not discarded after one shift use, will be cleaned after each usage, according to the manufacturer's instructions, by the assigned employee or other person designated by the respirator program coordinator.
- 4. Respirators not discarded after one shift use will be stored in a suitable container away from areas of contamination.
- 5. Whenever feasible, respirators not discarded after one shift use, will be marked or stored in such a manner to assure that they are worn only by the assigned employee. If use by more than one employee is required, the respirator will be cleaned between uses.

4.3.11 Emergency Respiratory Equipment--SCBA

Self-contained breathing apparatus, (SCBA), may be required in specific areas for emergency use. Only trained personnel will use this equipment when it is necessary to enter hazardous atmospheres.

The following points should be considered:

1. All potential users will be fully trained in the use of this equipment.
2. When the equipment is used, it will be tested in an uncontaminated atmosphere prior to entering the hazardous area if possible.
3. An employee will not work with this apparatus in a hazardous atmosphere on an individual basis. At least one additional employee suitably equipped with a similar breathing apparatus must be in contact with the first employee and must be available to render assistance if necessary.
4. This equipment will be inspected monthly by trained department or group personnel. Inspection and maintenance information will be recorded in a logbook.
5. Respirators shall be repaired with manufacturer's NIOSH-approved parts designed for the respirator.
6. Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.
7. The compressed breathing air meet at least the requirements for Grade D breathing air shall be described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989.
8. Cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178)
9. Cylinders of purchased breathing air shall have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air.
10. The company shall ensure that all filters, cartridges, and canisters shall be used in the workplace are labeled and color coded with the NIOSH approval label and that the label is not removed and remains legible.

4.4 HYDROGEN SULFIDE (H₂S)

H₂S occurs in a variety of natural and industrial settings. It is generated as an unwanted byproduct in industrial operations. It is also produced by bacterial action and decomposition of organic matter. Regardless of the origin, H₂S is very dangerous due to its explosive nature and toxicity. The principal concern from inhalation of H₂S is acute

toxicity. H₂S causes paralysis of the respiratory center in the brain and can result in immediate collapse and death.

4.4.1 Properties of H₂S

It is a highly toxic, colorless, flammable, corrosive gas.

H₂S is heavier than air, and can travel some distance close to the ground and may accumulate in low lying areas.

The explosive range for H₂S is extremely wide, from 4.3% to 46% by volume. The auto ignition temperature of H₂S is 500 °F.

H₂S is highly soluble in water and liquid hydrocarbons at elevated pressures and will come out as a gas at ambient conditions.

H₂S burns with a blue flame and produces sulfur dioxide (SO₂), another toxic gas.

H₂S is highly corrosive to metals and can also lead to hydrogen embrittlement and sulfide stress cracking.

4.4.2 Effects of H₂S

Low levels of exposure may cause the following individual symptoms or a combination of these symptoms with longer exposure:

- Skin irritation
- Eye irritation
- Fatigue
- Nausea
- Headache
- Loss of appetite
- Dizziness
- Irrational behavior
- Dryness in nose, throat
- Coughing
- Loss of consciousness or death

4.4.3 Detection Devices

Colorimetric tube detectors – Generally used for screening purposes, but (if used in conjunction with the proper respiratory protection) can be used to test atmospheres for safe entry, and safe for hot work.

Personal monitors – Portable electronic units designed to alert personnel who may encounter H₂S levels beyond permissible exposure levels.

Fixed monitors – In areas where H₂S is present in high concentrations and can affect company or contractor personnel or the public, fixed monitor systems can be used to detect H₂S.

DO NOT RELY ON THE ODOR TO DETECT H₂S SINCE IT QUICKLY DEADENS THE SENSE OF SMELL.

4.4.4 Respiratory Equipment

Escape units – Designed strictly for escape from an H₂S atmosphere.

Supplied air unit – Generally used as a work unit. Such units must have a positive pressure feature and must be equipped with an escape cylinder, in case the air supply is interrupted.

Self-contained Breathing Apparatus (SCBA) – Can be used as a work unit and is the preferred standby and rescue unit.

4.4.5 Safety Precautions

DO NOT RELY ON YOUR SENSE OF SMELL TO DETECT H₂S.

Use detection equipment when working in an area where there is a possibility of H₂S gas, especially in enclosed or below grade areas.

Do not enter an H₂S area without proper training (including CPR) and authorization.

In atmospheres immediately dangerous to life or health (IDLH level of 300 PPM or greater), a standby person (s), with suitable self-contained breathing apparatus, must be available for purposes of rescue.

Personnel working in H₂S areas are required to be clean shaven to ensure a proper respirator mask-to-face seal.

Iron Sulfide – During any service operation where suspected iron sulfide scale is deposited, it is necessary to prevent spontaneous combustion. This can be accomplished by keeping the iron sulfide wet, removing the scale, or by complete coverage with soil.

If you think you smell H₂S, notify your supervisor immediately.

If H₂S is suspected, move to a safe, upwind location.

4.5 BLOODBORNE PATHOGENS

In any incident involving possible exposure to blood and/or body fluids, employees shall utilize personal protective equipment such as latex gloves. Incidents shall be reported immediately to the supervisor, customer Safety Representative, and the CBR Safety Department immediately.

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people, including: malaria; syphilis; *Hepatitis B (HBV) and C (HCV)*, and the *Human Immunodeficiency Virus (HIV) which causes AIDS*. Bloodborne pathogens can be transmitted through contact with infected human **blood** and **other potentially infectious body fluids**.

Occupation Exposure can occur through:

1. Accidental puncture from contaminated needles, broken glass, or other sharp objects, such as metal.
2. Contact between broken or damaged skin and infected body fluids.
3. Contact between mucous membranes and infected body fluids.

In an emergency situation involving blood or potentially infectious materials, always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

If you are exposed:

1. Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible. If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
2. Report the exposure to your supervisor as soon as possible.
3. Request a blood test and Hepatitis B vaccination.
4. Document the route(s) of exposure and circumstances of the exposure incident.
5. Identify and document the source individual.
6. Have the source individual's blood tested for HBV and HIV as soon as possible after consent is obtained.

4.5.1 Bloodborne Pathogens Safety Precautions

1. When performing procedures involving blood or other potentially infectious materials, minimize splashing, spraying, spattering and generation of droplets.
2. Do not eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where you may be exposed to blood or other potentially infectious materials.

3. Avoid petroleum-based lubricants that may eat through latex gloves. Applying hand cream is OK if you thoroughly wash your hands first.
4. Don't keep food and drinks in the refrigerators, freezers and cabinets or on the shelves, counter tops, or bench tops where blood or other potentially infectious materials may be present.
5. You **must** use appropriate protective equipment each time you perform a task.
6. Protection to use-mask/ mouth, gloves, eye protection. Overalls and other protective clothing provided in the bloodborne pathogen kit provided.

4.5.2 Bloodborne Pathogen Kits

Bloodborne Pathogen kits are located on each vessel and each office, and shall contain the following items:

- Identification tape
- Protective Apron
- Safety shield
- Red-Z (or similar) fluid control pouch
- Disposable latex gloves
- Pick-up scoop with scraper
- Antimicrobial disinfectant wipe
- Large absorbent wiper towel
- Biohazard disposal bag
- Universal Instructions

4.6 NATURALLY OCCURRING RADIOACTIVE MATERIAL (NORM)

NORM describes any element that is radioactive in its natural state. There are two natural sources of NORM, cosmic rays external to the earth and from naturally occurring radioactive materials in the earth. Low level radioactive scale can be produced in the course of some oil and gas operations. NORM is typically found in areas where large pressure and temperature changes occur, water is commingled with a different pH, or where there are low flow and/or bends in the piping. It can also be found in locations such as tubing, brine, heater treaters, separators, flow lines, pumps, filters, etc. and soils

at well sites or storage facilities. Potential exposures to NORM occur when working around oil production equipment that has been in service for extended periods of time.

If the presence of NORM is suspected, Contractor personnel will perform an external gamma radiation survey on the affected equipment. If survey rates are great than 50 micro-Roentgen (UR/hr), including background radiation, the material should be treated as NORM contaminated. Procedures for the disposal of NORM contaminated materials can be obtained through the applicable Environmental Compliance Representative.

The following precautions shall be taken when the risk of exposure to NORM exists:

No eating, drinking, smoking, or chewing in any possibly contaminated areas.

Avoid contact/inhalation with NORM material by the use of protective clothing such as gloves, coveralls, rubber boots, respirators, and eye protection.

Thoroughly wash exposed skin areas, that may have come in contact with NORM contaminated equipment or materials and especially before eating, drinking, smoking, or chewing.

Saturate contaminated scale with water to prevent airborne exposures to NORM.

Protective equipment, clothing and tools that may have been contaminated shall be properly cleaned prior to being used again.

4.7 ENVIRONMENTAL TOBACCO SMOKE (ETS)

1. Environmental Tobacco Smoke (ETS) consists of:
 - a. Side stream smoke that comes from the lit end of a cigarette, cigar or pipe.
 - b. Smoke that escapes from the non-burning end.
 - c. Mainstream smoke that which has been inhaled by smokers and then exhaled.
2. Nicotine inhalation is found in both the gaseous and particulate phases of cigarette smoke.
3. Acute effects consist of irritation to the eyes and mucous membranes, headaches and coughs
4. Chronic effects may consist of higher blood pressure and faster heart rates, lung and throat cancer, stroke, obstructive lung disease, emphysema and bronchitis.

4.7.1 Smoking Policy

CBR has long maintained and supported the Captain of the vessel. Therefore, the responsibility to enforce a smoking policy will ultimately rest with the Captain of the vessel.

CBR will not allow smoking in any of the following areas:

1. **No Smoking** in bunks or large bunk areas.
2. **No Smoking** in any engine area or machinery spaces.
3. **No Smoking** during any fuel transfer procedures.
4. **No Smoking** while loading or unloading of cargo or product.
5. **No Smoking** in the galley while a meal is being consumed.

CBR empowers the Captain of each vessel to recognize and evaluate each situation in order to enforce this policy. When smoking, remember to be courteous of others so as not to create a conflict.

Management's commitment to safety must be second to none. It is in the best interest of all to develop a "safety culture" that foresees an injury free workplace. Only by dedicated supervision and cooperation can this be accomplished.

5.1 NEW EMPLOYEE ORIENTATION

When an employee arrives on board a Vessel whether he/she is a new employee or not they must follow all instructions of the Captain, and must become familiar with the alarms, exits, and locations of emergency equipment.

All new CBR employees must complete an orientation program prior to getting underway for the first time. The topics include:

- Access to Medical Records
- Accident Investigation
- Accident Reporting
- Bloodborne Pathogens
- Confined Space Awareness
- Crew Change Procedures
- Defensive Driving
- DOT Hazmat Employee
- Drugs & Alcohol Awareness, EAP Program
- Electrical Safety
- Emergency Evacuation
- Fall Protection
- Forklift Awareness
- Hazard Communication
- Hazardous Communication
- Hazwoper Awareness
- Health, Safety and Environmental Handbook
- Hearing Conservation
- Hotwork
- House Keeping
- Hydrogen Sulfide
- Incipient Fire Fighting
- Job Description
- JSA Program
- Lockout/Tagout
- Offshore Marine Services Association (OMSA)
- Personal Hygiene
- Personal Protective Equipment
- Respiratory Protection Awareness
- Rigger Training API RP 2D (4th Edition)
- Safe Lifting/ Back Safety

In addition to the above training, Captains must also receive training as documented by licenses in the following topics:

- Captain's license – minimum of 100 gross tons
- Radar Endorsement
- FCC License Endorsement

5.2 EMPLOYMENT STATUS/ SSE

Each Marine-based employee is designated as REGULAR, INTRODUCTORY or SHORT SERVICE EMPLOYEE (SSE).

REGULAR employees are those who are *not introductory or SSE*, who are regularly scheduled to work Central Boat Rentals' full-time schedule, and who are entitled to company benefits.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Central Boat Rentals is appropriate. Employees who satisfactorily complete this introductory period of thirty (30) days will be notified of their new employment classification. **After ninety (90) days of employment, the costs of the pre-employment physical examination--drug screening and safety-shoes will be reimbursed.**

SHORT SERVICE EMPLOYEE (SSE) are employees with less than 6 months experience in the same job type, or less than 6 months experience in their current position with his/her present employer. The SSE policy is designed to focus special attention, with regard to safety, on inexperienced employees. Special attention is necessary since it has been demonstrated that SSE's are at significantly greater risk for experiencing an accident.

Identification of a SSE will be the wearing of a RED hardhat.

An experienced supervisor shall closely monitor and train SSE's. SSE's shall not be allowed to work unaccompanied on customer locations unless the supervisor has determined that the SSE has enough experience and training to safely and properly perform his/her duties in compliance with Central Boat Rental's safety rules and company policies, and is also in compliance with the customer's safety rules and policies.

A SSE will be evaluated after a 6-month introductory period at which time it will be determined whether or not he \ she is eligible for removal of the identifier.

SSE's may be released from SSE status if they meet all of the following criteria:

1. Safely performed the same job type for 6 months.
2. Worked for the company for at least 6 months.
3. Demonstrates safe work behaviors.
4. Demonstrates the required job knowledge and skills.

Following the evaluation, if it is determined that the employee cannot be released from SSE status, the HSE Manager and Personnel Manager shall either develop a documented program for improving and re-assessing the employee's safety performance, or make a recommendation to terminate the employee.

5.3 SAFETY AND PERFORMANCE BONUS PROGRAM

Central Boat Rentals strives to be a safety leader in the inland tug boat and barge industry. To do so we all have to work together to maintain a safe work environment. Safety and Performance Bonuses will be given out to any employee that shows a willingness to work safely and maintain a safe workplace.

Any new employee is eligible for the safety and performance bonus program upon completion of forty-five (45) days of employment. Below is a list of incentives instituted by Central Boat Rentals to help maintain a safe and healthy work environment.

1. Deckhands receive a \$5.00 per day bonus incentive to work safely from date of hire (proactive upon completion of 45 days of employment).
2. All new employees receive reimbursement (up to \$60.00) for a new pair of steel-toed footwear after continuous employment of 3 months. Current employees are reimbursed up to \$60.00 with the receipt of purchase for 1 pair.
3. Captains and Deckhands, after an introductory period of 45 days, are automatically enrolled in the following bonus programs:
 - A. Safety Awards- Awarded for Safe work and no lost time accidents in the last 4 month period
 - B. Safety Raffle- Awarded for Safe work and no lost time accidents in the last 4 month period

Safe work incentives are provided at no cost to the employee. CBR only asks that employees follow the rules and guidelines contained in the safety training classes, documents, manuals and any other company and/or customer policies given to them.

Safety performance bonuses are based on a 3-strike (gig) system. Any employee who receives 3 strikes in any 4-month period forfeits (loses) his/her award. Any crewmember may lose his/her safety award for any given safety violation(s) at the discretion and determination of management. Any employee who receives 3 strikes in any 4-month period will be subject to disciplinary action at the discretion of management. Strikes (gigs) are documented on a Notice of Violation sheet, and shall be turned in to Personnel at the end of the four month period.

Safety performance bonuses are **automatically forfeited (lost)** if there is a **Lost Time Accident and/or Injury**. Depending on the circumstances, the Captain and/or the Deckhand may both lose the award at the discretion of management.

Bonuses are also forfeited (lost) if there is a termination of employment.

Strikes (gigs) are given if any of the following occur:

1. Failure to wear proper PPE at the proper time
2. Failure to participate in the following Central Boat programs:
 - a. Fuel List
 - b. Boat checklist
 - c. JSA
 - d. Safety training
 - e. Vessel Billing Logs
 - f. Corps of Engineer reports
 - g. Any other company required forms, policies and procedures.
3. Crew-Change vehicle safety and cleanliness
4. Failure to comply with any other company rules
5. Failure to comply with customer policy, safe work practices, and procedures

Copies of company policies and procedures can be obtained from the Safety and/or Personnel departments.

Any company policy/procedure questions can be addressed to these departments:

1. Safety Department: David Adams / Joe Pasqua
2. Operations Department: Gary Gaudet
3. Personnel Department: Ronnie Blanchard / Donald Lancon
4. Vice President: Mike Patterson

On the following pages are copies of the Captains and Deckhands Evaluations and the Notice of Violation Sheet.

5.4 NEAR MISS REPORTING PROCEDURES

Definition: A near miss is any unexpected or uncontrolled event that may have resulted in severe personal injury or significant property damage under different conditions or circumstances.

Prompt reporting of near miss incidents will provide a resource to gather information that will assist in recognizing developing trends that may potentially cause serious accidents. Sharing this information with other vessel crews will be a valuable asset in the prevention of future incidents. Information gathering will also provide our employees with a process that encourages safe work behaviors. We will continue to maintain safety as our primary goal.

CBR Incident Reports will be utilized as Near Miss Reports.

5.5 PROCEDURE FOR HANDLING AND REPORTING INCIDENTS

All accidents, injuries, illnesses, near misses and/or incidents, NO MATTER HOW SMALL, are to be reported to the supervisor and the office as soon as possible. Failure to report or document any incident is subject to disciplinary action up to and including discharge. If notification was not given, the injury/illness/incident will be considered as questionable.

TO REPORT ANY INCIDENT

During The Week (8am to 5pm)

Report all accidents or injuries directly to David Adams or Joe Pasqua (if David Adams is unavailable) at 985-384-8200. If neither is available, then contact Mike Patterson, Gary Gaudet, or Ronnie Blanchard at the above number.

During The Week (After 5pm)

Report all accidents or injuries to the person on call. Call 985-384-8200 and the answering service will contact the person on call.

The person on call must report all injuries or accidents immediately to David Adams (Cell 984-518-0876) or Joe Pasqua (Cell 985-759-3071).

Over The Weekend

Report all accidents or injuries to the dispatcher or the person on call. Call 985-384-8200. The dispatcher or person on call must report all injuries or accidents immediately to David Adams (Cell 984-518-0876) or Joe Pasqua (Cell 985-759-3071).

Accurate information should be recorded in the log(s) or on the appropriate forms. Delays, even those of a few hours, can permit information and/or items of importance to be lost, removed, destroyed, or forgotten.

All accidents/incidents will be investigated in order to determine the cause and action that should be taken to prevent a reoccurrence. Managers and supervisors shall review results of such investigations.

All paperwork relating to any incident including Incident/Accident Report Forms, USCG-2692's, Barge Addendum, log books, record books, hand written notes, etc., shall be considered to be confidential and the property of CBR. **Any such paperwork shall not be given to any person other than a CBR employee or representative.**

5.5.1 PERSONAL INJURY INCIDENTS

Provide proper medical attention as soon as possible, including transportation to the nearest medical facility or Company physician. The more serious the injury, the more important it is for prompt reporting. If the vessel is offshore, furnish the means of transportation, the name and location of the nearest dock facility and the time expected to make port. Also advise if transportation is needed.

1. Contact the office via radio or telephone giving the name of the injured party, time, date, location and description of the incident. If the injured party is not a company employee, furnish the name of the employer and phone number if possible.
2. An entry in the master's logbook and record book with the same information as above.
3. Complete the personal/vessel incidents report form. See (Completing an Accident/Illness Report)
4. Secure the scene. Save and tag equipment involved and ensure none of the equipment is tampered with.

5.5.2 COMPLETING AN INCIDENT/ILLNESS REPORT **46 CFR 4.05-1, 4.05-10**

The following procedures shall be followed when completing the personal/vessel incident report form. The same form is used when completing personal injury, illness, hull and machinery, near miss or vehicle incidents.

1. All questions, sections, or blanks must be completed. If the blank does

not require information, insert N/A.

2. All reports should contain as much detail about the accident/incident as possible.
3. Report the facts only; avoid any opinions or peripheral comments.
4. Include a diagram to help explain the accident.
5. It is the Captain's responsibility to complete the accident/incident report, the USCG form CG-2692 and/or Barge Addendum when appropriate. When in doubt, complete and forward the 2692 to the office. Follow the instructions attached to the USCG report forms. USCG regulations require that the 2692 and Barge Addendum be forwarded within 5 days of the incident.

5.5.3 INCIDENT INVESTIGATIONS

All incidents shall be investigated and documented

The following guidelines should be used to assist in filling out the Incident Investigation form:

Vessel Information and Date

Give name and information about the vessel, the date and time of the incident and the date the report was filled out

Captain's Information

Give Captain's Name, Date on Vessel, Time on Watch, and License Number.

Employee Information

Provide the injured employee's name (or Third Party employee's name), address, phone numbers and Social Security number. If person involved is a Third Party employee, provide employer's name.

Nature of Injury, Incident or Illness

Check off the box that best describes the nature of the injury that occurred. If it is "Other", provide a description of the injury or illness.

Employee Description at Time of Incident

Give details about if employee was working alone, who they reported the incident

to, when they reported the incident, were they wearing the proper PPE, etc.

Description of Incident, Injury or Illness:

1. Describe the location of the person who sustained the injury or illness at the time of the incident and the duties he/she was performing.
2. Provide description of injured area. (i.e. location, pain, color, deformity, etc.)
3. Describe what the person was doing and wearing at the time the incident occurred. Provide as much detail as necessary to describe the activity.
4. Provide any additional information concerning the incident/injury/illness.

Vessel operation at time of incident

Try to show as much information as possible, about the vessel's activity at the time the incident occurred. If any other operation was taking place at the time that had a casual effect on the incident, it should be noted accordingly.

Witness Statements/ Contractor's Statement

Describe what was seen to have taken place. Provide as much detail as possible.

Captain's Remarks

Provide any additional information deemed necessary, not elsewhere covered in this report.

On the following page is a copy of the Central Boat Rentals Incident Report.

5.5.4 ROOT CAUSE

The root cause of the incident should be identified so that corrective actions can be taken in order to avoid future occurrences of similar type incidents. The Safety Department, with review and input from Senior Management, will conduct a root cause analysis on all incidents.

5.5.5 LIGHT DUTY

In the event of a work related injury/illness, CBR reserves the right to place the employee in a “Light Duty” position that accommodates their restrictions as outlined in the treating physician’s and/or company physician’s report.

The Light Duty Policy is as follows:

1. It pertains to individuals who are temporarily, partially disabled, who are expected to return to full duty.
2. The Light Duty position shall be authorized by an approved physician.
3. The available work must be within the restrictions imposed by the physician, and the employee should engage in only those activities that fall within the doctor’s restrictions.
4. If the injury develops into a permanent one, then the Company will deal with the issue of whether “permanent” light duty work is available on a case-by-case basis.
5. The employee will attend scheduled medical appointments and follow the doctor’s instructions, and the Company will, accommodate this.

5.5.6 VESSEL INCIDENTS

1. Contact the office via radio or telephone as soon as practical.
2. Provide time, date, location, vessel(s) involved, and description of incident, Captain’s name, owner of vessel(s), estimated damages, and phone numbers of injured/damaged parties.
3. Secure the scene.
4. An entry should be made in the Captain’s logbook and record book with

the same information as above.

5. Complete the personal/ vessel incident report forms.
6. If property (such as docks, platforms, rigs, etc.) is involved, report name address, and phone number of the owner.
7. Give a brief description of the damage to all vessels and/or property involved and your best estimate of the amount of damage to each.
8. A marine surveyor may be assigned.

5.5.7 VEHICLE INCIDENTS

If you are involved in an incident, IT MUST BE REPORTED and handled according to the following guidelines:

1. If you are involved in an incident, STOP.
2. If the vehicles pose additional danger for injury or damage, set out emergency reflectors or flares in order to protect yourself and others.
3. Get help for injured persons. Render first aid care to the extent you are trained or qualified.
4. Notify police and your supervisor as soon as possible by whatever means available.
5. Obtain necessary information at the scene to the best of your ability. At least obtain:
 - a. Name(s) of those involved.
 - b. Drivers license numbers.
 - c. Vehicle license plate numbers.
 - d. Name(s) of law enforcement agency responding to the scene. (Names and badge numbers would be desirable)
6. Return to the office and complete the Vehicle Accident Report with your supervisor.
7. Make no statement to anyone other than law enforcement personnel or company office personnel.

8. **Do not** attempt to settle an accident, admit fault or responsibility.
9. If an unattended vehicle or personal property is involved, try to locate the owner.
10. If unable to locate, leave the company's name, address, and phone number and a description of what happened.

Follow these procedures no matter how small the incident may appear!

5.6 JOB SAFETY ANALYSIS (JSA) PROGRAM

The JSA program is designed to educate employees of the hazards and safe working practices involved with performing any job duties. The JSA should be reviewed by all employees performing a job for the first time, along with a supervisor, so that any questions can be answered before the job is started. Periodically the JSA should be reviewed by each crewmember before performing a job as a reminder of the safe working practices. If while performing a job, the employee sees where a step has been missed or a hazard has been over looked, the correction should be made on the JSA.

Prior to starting any non-routine or safely critical work a JSA must be written and reviewed if one does not already exist. A discussion of all health Safety and Environmental issues, hazards, and procedures to complete the work will be reviewed by all involved and documented.

The three categories of a JSA are:

1) SEQUENCE OF BASIC JOB STEPS

Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task and then determine the next logical set of movements. Be sure to list all the steps in a job. Number the steps to provide a reference point for the hazards and procedures developed.

2) POTENTIAL HAZARDS

Identify the hazards associated with each step. Examine each step to find and identify hazards/actions, conditions and possibilities that lead to an accident. Number the hazard list to correspond with your steps. It is not enough to look at obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist. It is important to list all hazards. Hazards contribute to accidents, injuries and occupational illnesses. In order to do part three of JSA effectively, you must identify potential and existing hazards.

3) RECOMMENDED SAFE JOB PROCEDURE

Using the first two categories as a guide, list every action to eliminate or minimize the hazard that could lead to an accident, injury or occupational illness. Number the actions to correspond with the steps and identified hazards.

List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job. Be specific. Say exactly what needs to be done to correct the hazard, such as “lift, using your leg muscles”. Avoid general statements like, “be careful”. If the hazards are a serious one, it should be corrected immediately. The JSA should then be changed to reflect the new condition.

To insure JSA's are being conducted/documented, all JSA's will remain on the vessel to be reviewed by supervisor. The system will note when the JSA review was conducted and the names of the personnel in attendance.

On the following page is a copy of the Central Boat Rentals Job Safety Analysis sheet.

5.7 PERSONAL PROTECTIVE EQUIPMENT (PPE)

5.7.1 PERSONAL FLOTATION DEVICES (PFD'S)—33 CFR 142.45

Personal Flotation Devices, (PFD's), often mean the difference between life and death for those workers in a marine environment. All PFD's must be USCG approved and stored at easily accessible locations. The Company shall supply PFD's.

TYPE I—"Offshore Life Jacket"—has the greatest required buoyancy of all PFD's and is designed to turn most unconscious persons in the water from a face down position to a vertical and slightly backward position; maintaining the person in that position under normal circumstances. The Type 1 is easy to don in an emergency. It may have a light and whistle attached in order to attract attention of rescuers. The Type 1 is used upon abandoning ship and during any other type of emergency.

TYPE II-PFD is similar to Type 1 except they **do not** provide as much buoyancy and designed for a quicker rescue.

TYPE III-PFD will provide vertical buoyancy but has no self-righting capabilities. It is very comfortable and comes in a variety of styles and sizes. This type of PFD is most commonly utilized for water sports. It is USCG approved and worn by USCG personnel when working in areas where the possibility of falling overboard exists.

TYPE IV-PFD is designed to be thrown to a person who has fallen overboard; who can then grasp it and hold on to it until rescued. A typical Type IV PFD is a ring buoy. Some ring buoys are equipped with self-igniting lights, and a heaving line. Never remove them from the ring buoy.

TYPE V-PFD, also known as the Work Vest, will provide vertical buoyancy, but has no self-righting capabilities. A Type V is the most common PFD used while working on the vessel.

Like all safety equipment, PFD's shall be inspected regularly, and during all drills, to check their condition and to make sure all accessories are still intact and have not expired. If you fall overboard without wearing a PFD, there is a very real chance that you will not survive long enough for rescue to be effective. In other words, you will die, but your body may be found.

5.7.2 WORK VEST POLICY

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear Coast Guard approved Type III/Type V personal flotation devices (known hereafter as a work vest) to reduce the risk of drowning. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.

2. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for wearing approved work vests in accordance with this policy.
4. The following work areas are designated work areas, and require approved work vests at all times:
 - All vessels (including CBR, customer, subcontractor, and third party)
 - All barges (including CBR, customer, subcontractor, and third party)
 - All docks (including CBR, customer, subcontractor, and third party)
 - Any designated work area away from either the Berwick or Morgan City yards
 - Anytime the employee is otherwise exposed to falling overboard or if the Captain determines that there is a risk of falling overboard
 - Employees must wear USCG approved PFD's while vessel is underway or not secured to the dock
 - When using the yawl
5. Personnel walking from their vehicle, or from the main office, directly to a dockside office without participating in any dockside activity are exempted from this policy.
6. Personnel working on vessels, barges, and docks further than three feet from the water's edge at the Berwick or Morgan City yards are exempted from this policy. Employees involved in hotwork operations (i.e. welding) further than three feet from the water's edge are exempted from this policy. However, work vests must be worn when crossing from dock to barge, vessel to barge, barge to barge, or vessel to vessel.
7. Captains must contact the Customer Representative when reporting to a job to determine the customer's on-site work vest policy.
8. Work vests must be worn snugly and with all connectors properly fastened.
9. Employees are responsible for maintaining the required work vests in good working condition. Work vests will be replaced if any of the following conditions are noted:
 - Flotation is torn or missing
 - Connectors are excessively worn, broken, or missing
 - Reflective material tape is missing
10. Any employee in designated work areas and/or job assignments without the proper work vest will be subject to disciplinary action in accordance with the Performance and Safety Incentive Program. Three violations of this policy will result in automatic loss of safety bonus, and possible termination of employment at management's discretion.

5.7.3 HEAD PROTECTION

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear hardhats constructed in accordance with ANSI standard Z-89.1 to reduce the risk of head injuries. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.
2. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for wearing approved hardhats in accordance with this policy. Head protection is required where there is a risk of injury from falling objects.
4. The following work areas are designated work areas, and require approved hardhats at all times:
 - All vessels when on a job
(including CBR, customer, subcontractor, and third party)
 - All barges when on a job
(including CBR, customer, subcontractor, and third party)
 - All docks (including CBR, customer, subcontractor, and third party)
 - Any designated work area away from either the Berwick or Morgan City yards
 - Anytime the employee is otherwise exposed to overhead hazards
5. Personnel walking from their vehicle, or from the main office, directly to a dockside office without participating in any dockside activity is excepted from this policy.
6. Employees involved in hotwork operations (i.e. welding) are excepted from this policy in order to wear the welder's face shield. However, hardhats must be worn when crossing from dock to barge, vessel to barge, barge to barge, or vessel to vessel.
7. Captains must contact the Customer Representative when reporting to a job to determine the customer's on-site hardhat policy.
8. Hardhats must be worn snugly and with the head strap properly fastened. The suspension must be adjusted to fit the wearer and keep the shell a minimum distance of 1 1/4 inches above the head. The hardhat bill must face forward to protect the wearer's eyes.
9. Employees are responsible for maintaining the required hardhats in good working condition. Hardhats will be replaced if any of the following conditions are noted:
 - Shell is cracked, cut, melted, vented, or otherwise altered
 - Shell's 5 year approval date is expired

- Suspension and head strap is excessively worn, broken, torn, cut or misshapen
 - Suspension's approval date is expired
10. New employees, also known as Short Service Employees, are required to wear RED hardhats for 6 months. Following the 6 months, the employee will return the RED hardhat to personnel. The employee will then wear regular vessel hardhats.
 11. Any employee in designated work areas and/or job assignments without the proper hardhat will be subject to disciplinary action in accordance with the Performance Evaluation Program. Three violations of this policy will result in termination of employment.

Metal hard hats are prohibited. Metal hard hats are electrically conductive and do not offer as much impact resistance as an approved plastic safety hardhat.

5.7.4 FACE AND EYE PROTECTION

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear eye protection to reduce the risk of eye injuries. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.
2. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for wearing approved eye protection in accordance with this policy. Eye protection is required anytime there is a risk of injury from impact, splash, flying solid particles, ultraviolet light, and molten metal.
4. The following work areas are designated work areas, and require approved eye protection at all times:
 - All vessels when on a job (including CBR, customer, subcontractor, and third party)
 - All barges when on a job (including CBR, customer, subcontractor, and third party)
 - All docks (including CBR, customer, subcontractor, and third party)
 - Any designated work area away from either the Berwick or Morgan City yards
 - Anytime the employee is otherwise exposed to eye hazards
 - When required by a customer or third party
5. Personnel walking from their vehicle, or from the main office, directly to a dockside office without participating in any dockside activity is excepted from this policy.

6. Safety glasses with side shields must be worn when eye impact hazards exist. These include, but are not limited to:
 - Chipping, scaling, grinding, hammering, or painting
 - Start-up of barge pump engines and bleeding off of pressure
 - Cutting, repairing, or installing wire rope
 - Changing out spotlight bulbs or fluorescent tube lights
 - Performing engine room maintenance
7. Safety goggles must be worn when splash or impact hazards exist. These include, but are not limited to:
 - Oil or chemical spills
 - Using a pressure sprayer or spray paint gun
 - Working on batteries
 - Sandblasting
 - Weed eating
8. Face shields must be worn when injuries to both eyes and face exist. These include, but are not limited to:
 - Using portable grinders
 - Chipping
 - Sandblasting
 - Pressure spraying
(in a confined space or when working downwind from the operation)
 - Working on batteries
 - Welding
9. Captains must contact the Customer Representative when reporting to a job to determine the customer's on-site eye protection policy.
10. Employees are responsible for maintaining the required eye protection in good working condition. Eye protection will be replaced if any of the following conditions are noted:
 - Lens is cracked, melted, or otherwise altered
 - Ear piece is broken or missing
 - Suspension or head strap is excessively worn, broken, torn, cut, or misshapen
 - Vision is "foggy" through the lens
11. Any employee in designated work areas and/or job assignments without the proper eye protection will be subject to disciplinary action in accordance with the Performance Evaluation Program. Three violations of this policy will result in termination of employment.

Safety glasses with side shields meeting ANSI Z87.1 standard are issued to personnel.

Additional Eye Protection

Many operations may require more eye and face protection than provided by the safety glasses:

1. Impact-type goggles and face shields shall be worn when chipping, scrapping, buffing, grinding or hammering.
2. Splash-proof chemical goggles and face shield shall be worn when handling hazardous chemicals, liquids, powders or vapors including cleaning materials, battery acids, glycols and caustics.
3. Welding and cutting operations require specific eye and face protection such as welding hoods and/or cutting goggles.

5.7.5 HAND PROTECTION

Employees should wear hand gloves to protect themselves from cuts, abrasions, punctures, hazardous chemicals, electrical shocks and thermal burns. The Company shall provide proper hand protection devices to be used on the job.

The type of glove depends on the hazard you are exposed to.

1. Metal mesh prevents cuts from knives or other sharp objects.
2. Leather protects against rough objects, chips, sparks and moderate heat.
3. Cotton fabric for dirt, splinters, slippery objects or abrasions; not for work with rough, sharp or heavy materials.
4. Special insulated gloves protect against heat, cold and electricity.
5. There are several types of rubber, neoprene, vinyl, or other chemical retardant gloves. Consult the MSDS sheets for the proper application.

Caution: Not every job requires gloves. In some job functions, such as working around moving machinery, they can become a hazard, not a protection. Consult with the supervisor prior to wearing gloves.

5.7.6 FOOT PROTECTION

It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear steel-toed footwear to prevent foot injuries. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.

2. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for wearing approved steel-toed footwear in accordance with this policy.
4. The following work areas are designated work areas, and require approved steel-toed footwear:
 - All vessels
 - All barges
 - All docks
 - Any designated work area away from either the Berwick or Morgan City yards
5. Steel-toed safety footwear must be constructed according to ANSI Z-41 specifications. After 90 days of continued employment, new employees will be *reimbursed up to \$60.00* for the cost of their shoes. The employee will be responsible for any pair needed thereafter, but all footwear must comply with this policy.
6. All steel-toed footwear must be constructed as follows:
 - Steel-toed
 - Chemical and oil resistant (leather, nubuck, gore-tex, etc.)
 - Non-skid sole
 - Puncture resistant
7. Employees are responsible for maintaining the required footwear in good working condition. Steel-toed footwear will be replaced if any of the following conditions are noted:
 - Steel-toe is visible (shock hazard)
 - Sole is worn and no longer provides traction
 - Sole is loose
 - Leather or other fabric is deteriorated to the point where it no longer protects the employee from oil or chemicals
8. When walking across any CBR vessel, barge, or dock, the required steel-toed footwear must be worn. Working in bare feet, open-toed sandals, flip-flops, etc. is prohibited.
9. Any employee in designated work areas and/or job assignments without the proper steel-toed footwear will be subject to disciplinary action in accordance with the Performance Evaluation Program. Three violations of this policy within a four-month period will result in termination of employment.

5.7.7 HEARING PROTECTION

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear approved hearing protection to reduce the risk of damage to employees' hearing from loud noises. Approved hearing protection includes earmuffs and earplugs. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.
2. Noise is defined as any sound that exceeds 90 decibels. Hearing protection should be worn anytime an employee must speak in a louder than conversational tone to be heard by someone no more than a few feet away because of noise in the area. Exact noise levels will be measured using a sound level meter.
3. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
4. All employees who work in designated work areas and/or job assignments are responsible for wearing approved hearing protection in accordance with this policy. Either earmuffs or earplugs may be worn.
5. The following work areas are designated work areas, and require approved hearing protection when noise levels exceed 85 decibels:
 - Vessel engine rooms when engines or generators are running (including CBR, customer, subcontractor, and third party)
 - During rig or barge operations when pumps, compressors, or other loud equipment is running (including CBR, customer, subcontractor, and third party)
 - Performing grinding, chipping, hammering, sandblasting, or any other work on a barge that creates excessive noise (>85 decibels) regardless if employee is inside or outside the barge
 - Anytime the employee is otherwise exposed to excessive noise (>85 decibels)
 - When required by a customer or third party
6. Personnel walking from their vehicle, or from the main office, directly to a dockside office without participating in any dockside activity are excepted from this policy.
7. Captains must contact the Customer Representative when reporting to a job to determine the customer's on-site hearing protection policy.
8. Employees are responsible for maintaining the required hearing protection in good working condition. Earmuffs will be replaced if any of the following conditions are noted:
 - Seal is cracked, torn, permanently compressed, or missing
 - Ear cup is cracked or split open
 - Head band is bent out of shape or broken

9. Earplugs will be replaced after each use. Earplugs will be worn when a hardhat is also required (unless earmuffs are attached to the hardhat). Ear plugs and earmuffs may be worn together to increase the level of hearing protection.
10. Any employee in designated work areas and/or job assignments without the proper hearing protection will be subject to disciplinary action in accordance with the Performance Evaluation Program.

5.7.8 DOCKSIDE PPE SAFETY POLICY

- 1) It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear the proper Personal Protective Equipment (PPE) while working at, or tied up at, the CBR Berwick and Morgan City docks. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.
- 2) All management personnel, supervisors, and Captains are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
- 3) All employees who work in designated work areas and/or job assignments are responsible for wearing the proper PPE in accordance with this policy. Any PPE deficiencies must be reported to the Safety Department.
- 4) While working at the Berwick and Morgan City docks, the following PPE must be worn properly at all times:
 - Hardhat
 - Safety Glasses
 - Long pants
 - Steel-toed, non-skid footwear
 - Work vest (when appropriate- see #5)
- 5) Personnel working on vessels, barges, and docks further than three feet from the water's edge at the Berwick or Morgan City yards are excepted from wearing the work vest. Employees involved in hotwork operations (i.e. welding) further than three feet from the water's edge are excepted from wearing the work vest. However, work vests must be worn when crossing from dock to barge, vessel to barge, barge to barge, or vessel to vessel.
- 6) When tied up at either dock and performing maintenance on CBR vessels, barges, and equipment, the Captain is responsible for ensuring the boat crew wears the proper PPE for the specific job task. However, when walking to or from the tugboat, across the dock, the boat crew must wear the PPE listed in paragraph 4.

- 7) Any employee in designated work areas and/or job assignments without the proper PPE while working at, or tied up at, the Berwick and Morgan City docks will be subject to disciplinary action in accordance with the Performance Evaluation Program. Three violations of this policy will result in termination of employment.

5.7.9 RIG TENDING AND SERVICING PPE POLICY

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to wear the proper Personal Protective Equipment (PPE) while tending or servicing rigs. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.
2. All management personnel, supervisors, and Captains are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for wearing the proper PPE in accordance with this policy.
4. While tending or servicing a rig, the following PPE must be worn when working on the deck of a vessel, barge, or rig:
 - Hardhat
 - Safety Glasses
 - Work vest (CG approved Type III or Type V)
 - Long pants
 - Steel-toed, non-skid footwear
6. Any PPE deficiencies must be reported to the Safety Department for replacement.
7. Captains must contact the Company Representative to confirm the proper PPE required by the customer for the specific job.
8. When performing maintenance on CBR vessels, barges and equipment, the Captain is responsible for ensuring personnel wear the proper PPE for the specific job task.
9. Any employee in designated work areas and/or job assignments without the proper PPE) while tending or servicing rigs will be subject to disciplinary action in accordance with the Performance Evaluation Program. Three violations of this policy will result in termination of employment.

5.7.10 MANHOLE COVER SAFETY POLICY

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to

follow this safety policy concerning opening and closing manhole covers. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.

2. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for working with manhole covers in accordance with this policy.
4. A properly installed manhole cover and mounting ring will prevent any water or other liquid from entering a void space on a boat or a barge. For the manhole cover and mounting ring to work properly, the manhole cover must fit snugly into the mounting ring. The following measures must be taken to ensure the manhole cover fits into the mounting ring:
 - A. The Manhole Cover must be properly sized to fit into the Mounting Ring.
 - B. The Outer Ring Groove on the Manhole Cover must be chipped and painted to prevent rusting.
 - C. The O-Ring that fits into the O-Ring Groove must be properly sized to fit snugly around the outer parameter of the Manhole Cover.
 - D. The Mounting Ring must be painted to prevent any rust.
 - E. The Tee Handle must be screwed tightly enough to dog the Manhole Cover down, yet not tightened to a point to where it bends the Strong Back. The Tee Handle is a bolt that screws through a nut inside the Strong Back. The Strong Back is rounded square tubing that fits on the bottom side of the Mounting Ring and allows the manhole cover to be dogged down into the Mounting Ring.
5. Once the above measures are performed the Manhole Cover will provide a watertight cover. When working with any barge, the captain and his crew should verify the Manhole Covers are properly secured into the Manhole Cover Rings. If the covers are not properly secured the captain and his crew should use the Manhole Cover Tool to properly tighten the Manhole Cover. The Manhole Cover Tool can also be used to safely remove a Manhole Cover. Each boat will be provided with a Manhole Cover Tool: if you do not have a Manhole Cover Tool, please contact the Operations Manager for a tool and instructions on how to use it.
6. Remember to never step on a manhole cover, to always use proper lifting techniques when picking up a manhole cover, and always double check to make sure all manhole covers are properly secured and in a clean state of repair. Please report all problems with Manhole Cover Assemblies if the problems cannot be repaired on the job.

7. Any employee in designated work areas and/or job assignments without the proper hardhat will be subject to disciplinary action in accordance with the Performance Evaluation Program

5.8 EQUIPMENT SAFETY

This procedure familiarizes employees and management with the safety measures required while using and maintaining equipment. Although some facilities may not have all the equipment discussed in this procedure, it is important to understand the safety of equipment and functions at other locations.

This procedure applies to all CBR facilities/operations and all of the covered equipment, although some facilities/operations may not have all the equipment discussed in this procedure.

Supervisor—It is the responsibility of managers and supervisors to ensure that all personnel who use equipment in their job functions are provided with the appropriate safety information and training prior to using any equipment. It is also the responsibility of managers and supervisors to monitor the work activities to ensure that equipment is being operated safely.

Employees—It is the responsibility of employees who use equipment in their job functions to become familiar with and follow the equipment safety information in this section.

5.8.1 MACHINE OPERATIONS

Do not operate any equipment without proper training and complete and clear instructions from your supervisor.

If you have any questions or doubts about the operation hazards or hazards of any equipment do not begin operation until your supervisor has answered your questions.

The motor/engine safety switch must be in the OFF position before any maintenance is done on equipment. The safety switch should be locked and tagged out, as discussed in the lock out/tag out procedure, so that the equipment cannot be started.

Equipment shall not be oiled, cleaned or adjusted while in operation unless specific provisions have been made for this purpose.

Safety devices must not be by-passed, blocked, disregarded or tied down.

When leaving equipment, turn the safety switch to the OFF position. Equipment shall not be running unattended unless specifically designed for that purpose.

Do not try to slow or stop a moving machine by hand or with a makeshift device. Wait for the machine to stop!

Before clearing a jam, be sure to turn the safety switch off and install a lock out/tag out device on the equipment.

Make sure everyone is clear before starting the machine.

Tools and/or keys should not be left in places where they can fall, slide or be thrown into the machine.

Use only those machines and equipment for which you have been trained and authorized.

Do not wear jewelry, gloves, neckties, or loose clothing around rotating equipment. Long sleeve shirts, if worn, must be buttoned at the wrist or rolled up past the elbow. Long hair should be maintained above shoulder length. Extreme caution is always necessary around running machinery.

A machine that may cause flying debris must not be operated unless safety goggles and/or a face shield is donned.

Machines should always be clean and free of miscellaneous rags, tools, and other devices. The floor around the machine must be clean and dry to prevent stumbling, slipping or bumping.

Use the proper brush, hook or tool to remove residue, such as chips and shavings. **Do not** remove chips with air hose or by wiping with hands.

Do not use pins, projecting set screws, etc., on rotating parts unless properly guarded.

Keep fingers and hands clear of operating surfaces.

Report all hazards to your supervisor.

All grinding wheels must be properly guarded and must not be used without proper tool rests. Wheels must be mounted properly on a grinder, which turns at the rated speed for which the wheel was designed. In the event new wheels must be installed, follow Manufacturer's instructions, or contract a professional to complete the work.

When sharpening or grinding:

Make sure tool rest is properly adjusted. There should not be over 1/8" (1 mm) clearance between the tool rest and the edge of the tool.

Place tool or material firmly on tool rest and apply pressure gradually against the wheel.

For side-grinding use only properly designed grinding wheels and use with a large back-up flange on the inner side of the wheel.

Never connect a wheel grinder to a power source without ascertaining the switch is in the OFF position; and never use a wheel grinder without a face shield that is in good condition (minimal scratches to prevent obstructed vision).

All portable hand-held grinders must be properly guarded. Improperly guarded wheel grinding is not allowed.

The spindle speed of the grinding machine must not exceed the maximum safe operating speed marked on the grinding wheel.

Safety washers must be used on all abrasive wheels.

The operator must wear safety goggles and a face shield, and stand to one side of the plane of rotation of the grinding wheel whenever possible.

Drive belts are not to be tightened while in motion.

Before starting machinery, make sure all personnel are clear of moving parts.

Use non-slip mats around all machinery.

5.8.2 MACHINE GUARDS

Properly fitted guards shall be placed on any machinery with moving parts.

Detachable guards or chains shall be secured.

Guards shall not be removed while the machinery is in motion.

Ensure that all machine guards are in place before starting the equipment.

The power to equipment must be locked out and tagged prior to cleaning, servicing or repairing.

Guards removed for repair work must be replaced immediately when repairs are completed, and prior to designating equipment back in service.

Never reach under or through any guard unless machine is properly locked and tagged out as stated in the lockout/tagout procedure.

Report defective or missing machine guards to your supervisor.

Major repair work shall not be performed above moving machinery. When personnel are working in close proximity to moving machinery, a temporary guard must be provided between the machine and the persons performing the work.

Never attempt to grease moving machinery that is not equipped with properly guarded grease fittings.

Eyebolts or handles must be installed near the center of gravity on all heavy machine guards for safe removal and replacement.

All machinery space floor plates, gratings and handrails shall be secured in place.

Loose or removed floor plates, gratings and handrails shall be roped off, secured with barricades and posted with warning signs.

5.8.3 PORTABLE POWER TOOLS

Power tools must be used in the manner for which they are designed.

All power tools must be checked periodically and maintained in a safe working condition at all times.

Power tools utilizing guards must not be operated unless such guards are in place. Keep hands, fingers and loose clothing clear of moving parts.

Electric tools and extension cords must not be used in areas where flammable liquids or gases are present. Tanks and lines must be gas-free and tested before being drilled. Use a slow speed air drill and keep the drill bit cool.

Before conducting any servicing or repairs on any type of power tool, the power source must be disconnected. If the tool is driven by a gasoline engine, the ignition wire must be disconnected from the spark plug or other adequate precautions must be taken to prevent accidental firing of the engine.

The frames of portable electric tools and equipment which are not double-insulated must be grounded either through a third wire in the cable containing the circuit conductors or through a separate wire grounded at the source of the current.

Electrical outlets supplying power to portable electric tool which are in wet locations must have approved ground fault circuit protection for personnel and should be closed when not in use.

Hand held drills, sanders, and saber, scroll and jigsaws might have a “lock-on” control provided that turnoff can be accomplished by a single motion of the same finger that turned the unit on.

Electric powered tools and equipment showing worn deteriorated or poorly insulated electrical cords must be removed from service until properly repaired. Spliced portable electric cords are not permitted.

Where there is danger of explosion or fire, air operated tools must be used in place of electric power tools.

Persons using air-operated tools must make certain the source of air supply pressure cannot exceed the working pressure of the tools and the hose supplying the air.

Use compressed air only to power air operated tools.

A power tool must never be left alone while it is in operation.

Adjusting chucks and wrenches must be removed from tools when not being used.

Extension cords are not to be dragged over the floor or ground, or placed where they could create a tripping hazard or be damaged by other equipment. Never use an extension cord that has been spliced.

Only extension cords with grounding wire (three prong) plugs are to be used when operating any electrically power equipment.

5.8.4 HAND TOOLS

GENERAL

Hand tools must be maintained in a good, safe working condition at all times. Frequently inspect the driving faces of hammers, chisels, drift pins, bars and similar tools to eliminate mushroom heads, broken faces and other defects. Broken or loose handles must be properly repaired prior to use. Tool jaws and handles must be kept clean to prevent tool and hand slipping while in use.

Defective and/or unsafe tools must be removed from service immediately. Report promptly to your supervisor all defective or unsafe tools to be repaired or replaced. Ensure these tools are tagged out of service until properly repaired by a competent person.

Hand and power tools must be used only on work for which they are designed. Never subject a hand or power tool to strain beyond its capacity.

Personnel using hand tools are to work far enough apart so one will not create a hazard to the other.

Do not drop or throw tools from an overhead structure. Tools must be either carried or hoisted up or down from one level to another in a safe manner.

Tools used in overhead work must be properly secured at all times when not in use.

Tools must never be left lying on moving machinery.

Tools or loose material must never be left aloft. Everything not bolted, tied or secured in an approved manner must be removed from elevated work areas.

Use a tool holder when using driving tools.

Tools are to be cleaned after each job and returned to proper storage areas.

Do not place sharp pointed tools in your pockets. Use toolboxes or pouches.

Handles of all anvil tools, such as flatters, hot and cold cutters, swages, etc. are to be fitted loosely.

Wooden handles must never be painted, nor should cracked or split handles be taped. Paint causes handles to be slick, hides cracks and other defects.

5.9 ENERGY ISOLATION (LOCKOUT/TAGOUT)

1. Lockout/Tagout procedures are to prevent the accidental start-up or operation of machinery or equipment
2. Lockout devices may include pad locks (combination locks are not to be used), blind flanges, block valves, chains and blocks.
3. Whenever lockout devices are unavailable, or impractical, tags may be used.
4. Sources to be isolated include but are not limited to electrical, mechanical, hydraulic or pneumatic.
5. Lockout/Tagout procedures include:
 - a. Notify all affected personnel
 - b. Locate and identify all energizing devices.
 - c. Shut down and deactivate all equipment to be serviced.

- d. Install lockout/tagout devices to prevent start up or operation of equipment. Each employee involved in the operation should install his or her own lock and tag.
 - e. Remove all lockout/ tagout devices.
- 6. If the equipment fails to become energized upon trying the switch and all instructions under number 5 have been completed; then the equipment is considered locked out of service.
- 7. Upon completion of work:
 - a. Remove non-essential items.
 - b. Replace removed guards
 - c. Ensure equipment is operationally intact
 - d. All employees have been safely removed and notified that the lockout devices will be removed
 - e. Remove all lockout/tagout devices
- 8. Supervisors may remove lockout devices if the employee is no longer available. The supervisor must make a reasonable effort to locate the employee prior to removal.
- 9. The supervisor must notify the employee that his/her lock and tag has been removed.

5.10 ELECTRICAL SAFETY

In the event of major electrical work only a qualified electrician is to perform the work. The following precautions are to be used to protect individuals from injury who work on either electrical circuits or electrically powered equipment.

Precautions

- 1. Only qualified personnel should repair or install electrical equipment. All electrical circuits should be de-energized whenever possible before an employee works on or near the electrical equipment.
- 2. Consider all electrical conductors energized. Utilize the lockout/Tagout (LO/TO) procedures.
- 3. Use suitable protective equipment and tools including linesman's gloves, mats and blankets to provide insulation from other elements that are energized or grounded.

4. Uninsulated metallic items, such as rings, neck chains, watches, eyewear, etc. are not to be worn while working on or near exposed energized electrical equipment.
5. Do not render electrical interlocks inoperative by removal, modification or destruction. Electrical interlocks may be defeated only temporarily during the performance of a specific task, and must be returned to working condition immediately thereafter.
6. Blown fuses shall be replaced only with equal type and interrupting rating.
7. Replacement of fuses with a rating of 50 volts or greater requires the use of proper personal protective equipment rated for use at or above the fuse voltage.
8. Use non-conductive ladders when working on or near electrical equipment or conductors. The use of metal ladders is prohibited.
9. Defective electrical equipment or extension cords are to be tagged and immediately removed from service until repairs or replacement can be performed.
10. Portable cord and plug connected equipment shall be inspected prior to each use and shall be equipped with a cord which has ground fault protection or is double insulated.
11. Extension cord sets are not to be considered permanent installation.
12. Electrical power tools and cords are to be checked for continuity/conductivity.
13. Space heaters are to be turned off if left unattended.
14. Secure/tape extension cords to walking surfaces to prevent trip hazard.
15. An assured grounding program should be established and followed if GFCI devices are not used.

5.10.1 Tagging of Equipment and Power Tools in Need of Repair or Replacement

Danger tags indicate that a hazard exists and a “Danger, **Do not** Operate” tag or similar wording should be used in the following situations:

Valves not in normal operating position;
Defective valves, equipment or tools; and
Safety or emergency equipment is unfit for use.

Procedures

The items listed above should be tagged in the following manner to ensure proper attention.

1. Note the following on the tag:
Condition or reason for tagging
Date
Equipment being tagged
Signature of person applying the tag
2. Document tagging in the operations log or LO/TO Log.
3. Properly attach the tag.
4. Notify local personnel/supervision upon completion of the work.

5.11 CONFINED SPACE POLICY

5.11.1 Purpose

The purpose of this written program is to ensure safe entry methods are utilized prior to and during all work activities in permit-required confined spaces. This program is designed to prevent personal injuries and illnesses that may be prevalent in confined spaces and for compliance with OSHA Standard 29 CFR 1910.146.

This program covers all affected employees and outside contractors. The elements contained in this program must be followed in situations where entry into a permit required confined space is necessary. A copy of all entry permits issued shall be retained for a period of at least one year and be readily available for review if required.

5.11.2 Confined Space Definition:

1. Limited openings for entry and exit.
2. The employee can bodily enter the space.
3. Not designed for continuous work occupancy.

Hazards associated with confined spaces:

- a. oxygen deficient atmospheres
- b. toxic or flammable vapors and gases
- c. engulfment hazards

- d. physical hazards (i.e. not isolating energy sources, slips, trips, falls, temperature extremes, etc.)

Entry is permitted only when the confined space has been tested and approved.

A confined space entry permit must be completed and posted prior to entry.

Daily rechecking of the atmosphere is required to ensure that a safe working environment always exists.

5.11.3 Entry Is Permitted Only Under the Following Conditions:

1. When testing for atmospheric hazards, the test sequence shall be: oxygen, combustible gases/vapors, and toxic gases/vapors.
2. Oxygen concentration is above 19.5% and below 23%.
3. The presence of combustibles is below 10% of the lower explosive limit (LEL).
4. The TLV for a specific chemical is below approved limits.
5. If the atmosphere does not fall in the approved ranges, mechanical ventilation is required prior to entry. For red flag barges, a certified Marine Chemist must issue a gas free certificate prior to entry. A Shipyard Competent Person must maintain the conditions set forth by the certificate, or, if a certificate is not required, will measure and ensure proper entry procedures are followed.
6. An attendant is required whenever an employee enters a confined space. It shall be the sole duty of the attendant to monitor the personnel in the confined space. The attendant is responsible to initiate rescue efforts if required.
7. Rescue equipment shall be available.
8. PPE's to be worn to eliminate other hazards include clothing, respirators, gloves, hearing protection, eye protection, and steel-toe footwear.
9. Isolation of all energy sources utilizing lockout/tagout procedures is required prior to entry. Refer to Chapter 5.9 Energy Isolation.
10. Hot work permits are required if hot work is to be conducted in the confined space. Refer to Chapter 5.18 Hot Work.

11. Do not use oxygen to ventilate a confined space.
12. No gas cylinders, oxygen or acetylene, is allowed inside the confined space or below deck.
13. Continuous ventilation will be provided during hot work such as welding and burning.

5.11.4 Work Stoppage Procedures (for any length of time)

1. Hoses and cutting torches are to be removed from the confined workspaces.
2. Electrodes removed from the holder.
3. Holders carefully located to avoid accidental contact with conductive materials.
4. Machine disconnected from power source.

5.11.5 Workplace Analysis and Hazard Evaluation of Permit Spaces

The OSHA Standard requires the employer to perform a workplace analysis to determine if any spaces fit the criteria for a permit required confined space. Based on a walk through analysis of vessels and barges, both permit and non-permit required confined spaces are identified and their hazards identified.

Permit-Required Confined Space	Hazards
Liquid Mud Tanks	Slip hazard, hazardous chemicals, LEL
Void Spaces	Slip hazard, oxygen deficient atmosphere
Cargo tanks	Slip hazard, hazardous chemical, oxygen deficient atmosphere, LEL

5.11.6 Re-classification of Non-Permit Required Confined Spaces

It is the responsibility of the Captain, Port Captain and/or contractor, to notify affected employees when there are changes in the use, or configuration, of the previously identified non-permit confined spaces; or when new equipment or construction takes place that creates new confined spaces. The Supervisor shall re-evaluate the existing space or evaluate the new space and, if necessary, classify

it, as a permit required confined space according to the requirement 1910.146(c)(6) of the OSHA Standard.

5.11.7 Measures to Prevent Unauthorized Entry

CBR posts danger signs warning the existence, location, and danger posed by the permit spaces identified above to prevent unauthorized entry into those spaces. A sample of a posted sign is:

DANGER
Permit Required Confined Space
DO NOT ENTER

5.11.8 Safe Permit Entry Operations—Means, Procedures, and Practices

Acceptable entry conditions are specified as those in which:

1. All hazards in a permit-required confined space that can be eliminated have been eliminated via engineering controls, ventilation, or some other means;
2. Authorized entrants are protected by use of PPE against any remaining or potential hazards; and
3. All procedures of this program are being followed.

The permit space shall be appropriately isolated from other work activity by means of signs and barriers as necessary.

The permit space shall be purged, made inert, flushed, or ventilated with appropriate equipment as necessary to eliminate or control atmospheric hazards.

Other employees not connected to the job task shall have barriers to protect them from external hazards.

Conditions in the permit space are acceptable for entry throughout the duration of an entry as long as all monitoring, entry procedures, and attending as specified in this program are being followed.

5.11.9 Equipment Provision

CBR will provide appropriate, adequate, and necessary PPE, testing and monitoring equipment, ventilation equipment, communications equipment, lighting equipment, barriers, shields, ladders, other entrance/exit equipment, rescue and emergency equipment and any other equipment deemed necessary for safe entry into and rescue from a permit required confined space. Supervisors of

the permit-required confined space entry procedures will be responsible for ensuring use of the appropriate equipment by all entrants to the confined space.

5.11.10 Permit Space Condition Evaluation

Conditions in the permit space shall be tested to determine if acceptable entry conditions exist before entry is authorized to begin. If isolation of the space is not feasible because the space is large or is part of a continuous system, pre-entry testing shall be performed to the extent feasible before entry is authorized. If entry is authorized, entry conditions shall be continuously monitored in the areas where authorized entrants are working.

The permit space shall be tested of monitors as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations.

When testing for atmospheric hazards, CBR shall test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.

5.11.11 Permit Space Attendant Procedures

CBR will provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations.

5.11.12 Active Role Designations, Duties, and Training

CBR provides training so that all designated employees acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them in permit-required confined space entry procedures. This training is provided at the following times:

1. Before assignment to duties.
2. When changes in permit-required space hazards occur on which the employee has not been trained.
3. When the employee has reason to believe that the employee has deviated from a trained-upon procedure or that their knowledge is inadequate.

The following categories of employees are designated employees, whose duties are listed below:

1. Authorized Entrants
2. Attendants
3. Entry Supervisors

4. Rescue and Emergency

Authorized Entrants

Authorized entrants of a permit-required confined space are trained to the extent that they know the hazards they may face, are able to recognize signs or symptoms of exposure, and understand the consequences of exposure to hazards. Entrants know how to use any needed equipment, communicate with attendants as necessary, alert attendants to the warning signs or the existence of a hazardous condition, and exit as quickly as possible whenever ordered or alerted (by alarm, warning sign, or prohibited condition) to do so.

Attendants

Attendants to a confined space know the hazards of confined spaces, are aware of behavioral effects of potential exposures, maintain continuous count and identification of authorized entrants, remain outside the space until relieved, and communicate with entrants as necessary to monitor entrant status. Attendants also monitor activities inside and outside the permit space and order exit if required, summon rescuers if necessary, prevent unauthorized entry into the confined space, and perform non-entry rescues if required. They do not perform other duties that interfere with their primary duty to monitor and permit the safety of authorized entrants at the time of the permit-required confined space entry.

Entry Supervisors

Entry supervisors with responsibility for issuing confined space permits shall know the hazards of confined spaces; verify that all tests have been conducted and all procedures and equipment are in place before endorsing a permit; terminate entry if necessary; cancel permits; and verify that rescue services are available and the means for summoning them are operable. Supervisors are to remove unauthorized individuals who enter the confined space. They also determine at least when shifts and entry supervisor's change, those acceptable, those acceptable conditions, as specified in the permit, continue.

Please contact the CBR Safety Dept for a list of CBR personnel approved to issue Confined Space Entry Permits. Only qualified personnel may issue Confined Space Entry Permits, if a qualified CBR representative is not available to issue a permit, a third party individual who is qualified may issue the certificate provided all procedures set forth in the Confined Space Entry program are carried out and are approved by a qualified CBR representative.

5.11.13 Rescue and Emergency Service

On-site employees or an off-site service provides rescue services if on-site assistance is unavailable. The on-site teams shall be properly equipped and receive the same training as authorized entrants, plus training in the use of personal protective, rescue equipment and first aid, including CPR. Outside rescue services are made aware of the hazards of the confined spaces, have access to comparable permit spaces to develop rescue plans, and practice rescues. Hospitals and treatment facilities are to be provided with Material Safety Data Sheets (MSDS's) or any other information that may aid in treatment of rescued employees in a permit space hazard exposure situation. Persons in charge of area operations shall be familiar with rescue services available in the local operation area.

Rescue and Emergency Services Procedures

Rescue and emergency services shall be contacted by phone or any other available means and shall be within a reasonable response time for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue.

5.11.14 Entry Permit System

Before entry is authorized, the employer shall document the completion of required pre-entry procedures by preparing an entry permit.

Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.

The completed permit is made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.

The duration of the permit does not exceed the time required to complete the assigned task or job identified on the permit.

1. The entry supervisor shall terminate entry and cancel the entry permit when:

- a. The entry operations covered by the entry permit have been completed; or
- b. A condition that is not allowed under the entry permit arises in or near the permit space.

A review of the permit-required confined space to detect any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space can be made.

2. An entry permit that authorizes entry to a permit space must include:

- a. Identification of the space.
- b. Purpose of the entry.
- c. Date and duration of the permit.
- d. A list of authorized entrants.
- e. A list of authorized attendants and the entry supervisor.
- f. A list of hazards in the permit space.
- g. Lists of measures to isolate the permit spaces and eliminate or control the hazards.
- h. The acceptable entry conditions.
- i. The results of tests initiated by the person(s) performing the tests.
- j. The rescue and emergency services available and the means to summon them.
- k. Communication procedures for attendants and entrants.
- l. Any other necessary information.
- m. Any additional permits (such as for Hot Work)

5.11.15 Multiple Employee Entry Procedures

If more than one employee will be entering a permit-required confined space at the same time, a pre-entrance meeting will be held with the entry supervisor of all involved employees. In this meeting, all entry procedures and issues will be agreed upon and written into the permit.

5.11.16 Post-Operations Procedures

CBR will close off a permit space and cancel the permit after entry operations have been completed.

5.11.17 Review Procedures

CBR will review entry operations when there is reason to believe that the measures taken under the permit space program may not protect employees. We will revise the program to correct deficiencies found to exist before subsequent entries are authorized.

Examples of circumstances requiring company review of the permit space program are:

1. Any unauthorized entry of a permit space
2. The detection of a permit space hazard not covered by the permit

3. The detection of a condition prohibited by the permit
4. The occurrence of an injury or near-miss during an entry
5. A change in the use or configuration of a permit space
6. Employee complaints about the effectiveness of the program

CBR will review the permit space program, and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards. If no entry is performed during a 12-month period, no review will be performed.

On the following pages is the Central Boat Rentals Confined Space Entry Form.

5.12 FALL PROTECTION PROCEDURES

CBR has established a written Fall Protection Program that includes the following minimum requirements when performing work tasks where fall hazards occur, to reduce likelihood of fall accidents to help ensure a safe workplace.

5.12.1 List of Affected Areas

<u>Area</u>	<u>Type of Fall Hazard</u>	<u>Affected Employees</u>
Top of wheelhouse (without handrails)	Edge of structure	All vessel employees
Vessel's mast	Fixed ladders	All vessel employees
All stairways	Slip, trip, fall hazard	All employees

5.12.2 Working Aloft

Whenever working at heights, a full-body harness secured by a shock absorbing/deceleration lanyard to a fixed anchorage or suitable structure shall be worn. When in doubt as to where and how they are worn, ask the supervisor.

Approved fall protection systems include:

1. Full Body harness
2. Double lanyard with shock absorbing devices
3. Fall arrest system
4. Self lock inertia locking system

The following procedures shall be enforced whenever working in an area that requires fall protection equipment:

1. Safety shock absorbing lanyards shall be equipped with locking snaps and manually operated lock and trigger releases
2. Harnesses and lanyards shall be inspected prior to each use
3. Defective, damaged or fall protective equipment previously used to arrest a fall shall be removed from service and replaced
4. Lanyards should be securely attached 3 feet above the worker whenever possible.
5. Safety harnesses and lanyards must meet ANSI A10.14 or equivalent EEC or UK Standards specifications
6. Snaphooks shall not be engaged: directly to webbing, rope, or wire-rope; to each other; to a Dee-ring to which another snaphook or other

connector is attached; to a horizontal lifeline; or to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself.

7. Each employee is required to be attached to a separate lifeline.
8. Anchorages shall be capable of supporting at least 5,000 pounds (22.2kN) per employee attached.
9. Anchorages shall be designed, installed and used as follows: as part of a complete personal fall arrest system which maintains a safety factor of at least two; and under the supervision of a qualified person.
10. Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and not used again until inspected and determined by a competent person to be undamaged and suitable for reuse.
11. Fall arrest systems shall be inspected prior to each use of wear, damage, and other deterioration

5.12.3 Scaffolding Safety—29CFR 1910.28

To avoid the use of makeshift platform or improper constructed scaffold, each job should be carefully examined ahead of time by the supervisor.

1. Only approved scaffolds will be allowed
2. Rope of any type used to support scaffolds for welding operations is prohibited
3. Steel hooks shall not be used to suspend any scaffolds
4. All scaffold platforms will measure at least 24 inches wide, not less the equivalent of (2) 2 x 12 inch wood boards or (2) 12 inch aluminum scaffold boards
5. All lumber used in the construction of ramps, platforms, staging, scaffolding, etc. should be of good quality, free of large or dead knots, and other defects
6. No boards with knots larger than 2 inches in diameter are acceptable.
7. Warped boards or boards with splits are not acceptable as scaffold material. All planking shall be overlapped and banded.

The following rules are prescribed for maintaining all types of scaffolding in a safe work condition.

1. The supervisor should inspect all scaffolding structures at least daily before the job is started.
2. No change of any kind should be made in scaffolds without the approval of the supervisor.
3. No excess material should be stock piled on top of scaffolds.
4. Scaffold structures should be protected from anything that they may come in contact with.

5. Working platforms should be free of oil, grease, etc.
6. No open fires should be permitted upon or near scaffolds (welding/burning not included).
7. Safety harnesses or lifelines must be used above 10 feet high levels.
8. All scaffolds or working platforms suspended by means of a crane shall have rails around each four sides. A line shall attach each corner and the crane hook moused to prevent its becoming disengaged.

Please refer to 29 CFR 1910.28 for further information on this topic.

5.12.4 LADDER SAFETY – GENERAL

1. It is Central Boat Rentals' (CBR) policy that as a condition of employment, all employees working in designated work areas and/or job assignments are required to obey the policy of the use of ladders and stairs. Affected employees include full time, part time, temporary, contractor, and subcontractor employees.
2. All management personnel and supervisors are responsible for ensuring employees, guests, and visitors comply with this policy when working in designated work areas and/or job assignments.
3. All employees who work in designated work areas and/or job assignments are responsible for obeying the CBR Ladder/Stairway Safety Policy.
4. According to OSHA (29 CFR 1910.24-27), ANSI, and manufacturers of ladders and stairways, there is a clear and defining distinction between a fixed stair and a ship's ladder. Fixed stairs have angles to the horizontal of between 30 and 50 degrees. Ship's ladders have angles between 51 and 90 degrees. At Central Boat Rentals, Inc., we have ships ladders installed on our vessels. Therefore it is vital for your safety that you follow the guidelines of OSHA, ANSI, and the manufacturers of ship's ladders on the proper method to ascend and descend. Accordingly the following expectations apply to all ship's ladders.

When ascending (going up) or descending (going down) from one elevation to another, you must always follow these rules:

1. Always Face The Ladder when ascending or descending it. **NEVER FACE AWAY FROM THE SHIP'S LADDER!**

2. Always maintain three points of contact (two feet and one hand, or two hands and one foot) with the ladder at all times.

3. ALWAYS USE HANDRAILS WHEN AVAILABLE!

4. Carry tools in pouch around waist use a rope to raise and lower larger items such as tools and other equipment.

5. DO NOT OVEREXTEND SIDEWAYS. Use the belt buckle rule: Keep your belt buckle positioned between the side rails at all times, which will maintain your center of gravity.

6. Only one employee at any time may use or work from a ship's ladder.

7. Always Inspect Ship's Ladders Before Use:

Steps should be checked before use to make sure that:

- They aren't slippery, worn, or broken.
- Railings aren't missing or loose
- Lighting isn't too dim or nonexistent
- Non-skid is insufficient

WHEN USING PORTABLE LADDERS:

1. Use The Same Rules As Stated Above, and use the 4 to 1 rule. The distance from the wall to the base of the ladder should be one-fourth (1/4) the distance of the height of the ladder. FOR EXAMPLE: If a ladder is 12 feet in vertical distance from the base to the top support of the ladder, then the horizontal distance from the wall to the base should be three (3) feet.

2. Always inspect a portable and/or fixed ladder very carefully before you use it to make sure that:

- Steps and rungs are all in place, intact, are free from grease or oil, have slip resistant surfaces, and are firmly attached
- Support braces, bolts and screws are all in place and tight
- Metal parts are lubricated
- Rope is not worn or frayed
- Spreaders or other locking devices are in place
- Splinters or sharp edges are removed
- Safety feet are in place
- Metal ladders are not dented or bent

3. Always place a ladder to prevent it from slipping:

- Tie the top of the ladder securely or have someone hold onto it
- Tie the bottom of the ladder securely, have someone hold onto it, or make sure it is held firmly and/or tied in place by a fixed structure such as a wall, bit, kevel, etc.

4. Ladders are not to be used as platforms!

5. Never use a portable ladder that is damaged or defective!

Any employee in designated work areas and/or job assignments not using proper ladder/stairway safety will be subject to disciplinary action in accordance with the Performance Evaluation Program.

Personnel Lifts

Written operating procedures are to be attached to the personnel lift.

A second person should be used as a “spotter” if working in a limited work area.

Only equipment that has been load rated and designed by the manufacturer for personnel lifting shall be utilized. Workers utilizing personnel lifts must wear a safety harness with lanyard attached to the manufactures approved anchor point on the lift.

Personnel must work with both feet securely on the floor of the platform. Working with feet on a rail, or working from a ladder placed in the personnel lift is prohibited.

All entrance gates or chains must be in their fully closed position before moving the lift.

Fixed or secured portable extension ladders must be used to access scaffolding if no built-in ladders are present.

When reinforcing the scaffold, construction must be in accordance with the manufacture’s instructions or standards.

5.13 BACK SAFETY

The following are procedures and tips for establishing good lifting techniques. When ever possible, a means of mechanical lifting should be utilized.

Practice Manual Lifting Techniques

Employees are to follow these safe-lifting practices:

Inspect the area around the object to be lifted. Scan expected transportation routes for any obstruction or spillage.

Inspect the object for burrs, jagged edges, rough or slippery surfaces.

Wipe off greasy, wet, slippery, or dirty objects.

Keep hands free of oil and grease.

Keep fingers away from pinch points, especially when setting down objects.

Use correct body position for lifting:

1. Keep feet shoulder width apart, one slightly back to give thrust to the body.
2. Keep back straight.
3. Tuck chin in.
4. Grip the object with the whole hand. Use handles if possible.
5. Tuck elbows and arms in close to the body.
6. Keep the body weight directly over the feet.
7. Lift with legs, not back.

Never lift a load beyond your capacity. Test the load weight by lifting one edge or end of the load. If it is too heavy or too bulky, get help.

Team Lifting and Carrying

Discuss the lift.

Adjust the load to equalize the portion each member carries.

Lift the load at the same time.

Adjust carrying height so the object is level.

Walk in step.

If more than two people carry an object, a supervisor should direct the work to ensure simultaneous action.

Handling Specific Shapes

Boxes and Cartons – Grasp the alternate top and bottom corners and draw a corner between the legs.

Sacked Materials – Grasp at opposite corners. Stand to an erect position letting sack rest against hip and stomach. Next, swing sack to one shoulder, stoop slightly and put one hand on hip, so the sack rests partly on the shoulder and partly on the arm and back. To lower, swing the sack slowly from the shoulder until it rests against the hip and stomach. Then, bend the legs and lower the sack, keeping the back straight.

Drums – Determine the weight of the contents.

To lift or lower drum from the upright position, the use of a drum lifter is recommended. Team lifting can also be used.

To move an individual filled drum, a drum dolly should be used.

To roll an empty drum, grasp the chime with both hands, lean the drum slightly inward and roll slowly on bottom chime, rotating hands as the drum rolls. To change direction, return the drum to an upright position.

Facing new direction, reposition hands and begin roll procedure.

Various other shapes, sizes and weights of objects will be encountered, such as pipes, subs, bits, logging tools, etc. In these cases, mechanical lifting devices and/or teamwork should be employed as much as possible. An individual, manual lift should be done according to the safe lifting rules described above.

5.14 Line Handling and Mooring

Manila and synthetic rope (poly-pro, nylon, etc.) are generally used for mooring lines. Synthetic rope is used primarily for its longevity; however, it is hazardous during severe strain and breaking conditions.

1. Stand well clear of lines in heavy strain
2. Watch for recoil action of lines
3. Never straddle or step on a line
4. Do not attempt to stop a running line by stepping on it or grabbing it with your hands
5. Do not place hands, fingers, legs, feet, or any other part of the body in the bite of the line or between bollards, bitts, capstans, kevels, etc.
6. Do not surge the line on a moving cathead or capstan. Stop the machinery and then surge
7. Avoid sudden jerks of lines; ease lines off bits
8. Lines are to be flaked or coiled when not in use
9. Know the characteristics of the line in use (ex. nylon, poly-pro, hemp, synthetic, etc.)

5.15 Slips, Trips, and Falls

Slips, trips, and falls can account for a large percentage of serious injuries. It is the number one cause of accidents in the workplace. Exercise caution when walking or moving around the work area or when weather conditions so warrant.

1. Good housekeeping is the best prevention of slips, trips, and falls!
2. Clean up any spill immediately or notify other crewmembers and barricade the area.
3. A clean vessel is generally a safe vessel.

4. All living quarters, storage areas, engine room and galley are to be kept neat and clean at all times.
5. Walking surfaces should be covered with non-skid material.
6. Walk...DO NOT RUN.
7. Climbing, standing or passing over equipment, pipe, boxes, etc. is discouraged. Go around, not over. Do not take the short cut.
8. Do not walk on hatch covers or manhole covers.
9. Close hatch covers or manhole covers if found open (unless being worked on).
10. Mark, identify or barricade open manholes.
11. Report, mark and correct all tripping hazards if possible.
12. Never jump from elevated places.
13. Use a flashlight when walking in unlighted areas.
14. Tools, trash, hoses, ropes, cables, rigging, and other idle equipment are to be stowed properly after usage.
15. Walkways, stairs and decks shall be clean and clear of obstacles at all times.
16. Secure all rugs with a skid-resistant backing.
17. Take one step at a time when going up or down stairs. Do not skip stairs or jump from one level to another.
18. One hand must be on the handrail at all times.

Openings between railings, on floors, walls, gangways, elevated work places and other places where an employee is subject to the danger of falling will be barricaded, chained, or a railing will be installed.

The Captain should, at the beginning of each shift, check to see that all openings are guarded, i.e. chains across the gaps, and between the railings.

5.16 General Safety Reminders

Hoses and lines are to be secured at all times when not in use.

All stairways are to be kept clear and free of oil, grease or debris at all times.

Non-skid is to be applied to all weather decks with each coat of paint.

Engine room deck plates are to be kept clean and secured at all times. Shrouds, Safety Guards are to be kept in place.

OVERHEAD HANDLING – Make a visual inspection of cables, chains and slings. Make sure the hook block is centered directly over the load before lifting. Wear work vest and hard hat when working with material being lifted. **KEEP OUT FROM UNDER RAISED LOADS!**

Do not wrestle or “skylark” on the boat or barges. Horseplay does not pay.

Sit down when riding in a yawl.

When walking on barges in tow, walk up the middle between the barges and not along the outside if at all possible.

Do not go on the tow alone at night. If necessary to do so, notify the pilot before going and bring a flashlight (only use approved light) and Walkie-Talkie. Notify the pilot when you return.

Keep all hatch covers and pump-box covers dogged down tightly.

Keep alert when maneuvering barges in a lock; watch for holes between the barges.

Do not stand in a bight of a line at any time.

“Watch the Bump”—get down on your hands and knees and hold on to a timberhead or barge combing. Pass the word, “Watch the Bump”.

Do-Not jump into the river to “swim a line” ashore. Use the yawl. Swimming off the boat is prohibited.

Do not lean against the lock wall when standing in barges in a lock.

NEVER USE YOUR FOOT IN THE SPOKES OF A WINCH WHEEL TO TIGHTEN OR LOOSEN THE WINCH. When not in use take cranks and crank wheels out of the hand winches and store properly. **NEVER** try to stop a spinning winch wheel with your feet or hands—Use the foot brake.

Carry the load on your outside shoulder when walking along the outside of a barge or boat.

Do not lean over the edge of the boat or barge to grab a line. Use a spike pole.

Do not make a line fast to a head when there is a line there previously. Clear the head.

Place *RATCHETS* on the barges so they will *TIGHTEN INBOARD*. Safety lines are required at all couplings, except for linehaul multiple string tows. The minimum requirements for linehaul barges are safety lines at steering couplings.

Have a safe place for all cutting utensils (galley knives, axes, etc.) and keep them in place.

Keep your hands and feet from in between barges in tow and from between tow knees and the barges.

Never work around the edge of the boat or barge with your back to the river.

Know the location and use of ALL fire extinguishers, fire stations and fire suppression systems.

Familiarize yourself with all whistle and alarm signals.

Keep fingers from between timberheads and wires when throwing off face wires.

Report faulty equipment or tools to your Supervisor.

Report and investigate all injuries, spills, and accidents immediately.

Do not walk on covers of covered barges.

Entry into cargo spaces, wing tanks, rakes or voids on the tank barges is prohibited without an entry permit issued by a certified chemist.

Know the safe way to perform your job. When in doubt consult your supervisor. Don't take shortcuts; follow procedures carefully.

If splashed by chemicals or cargo, as a minimum follow instructions on MSDS for exposure. Unless otherwise directed by MSDS, rinse contaminated area with water for 15 minutes and remove contaminated clothing. Notify a Supervisor.

Only approved navigation lights are used on barges while underway. Portable battery lights using standard 6 volt batteries should not be used as navigation lights, even if on short trips or cross channels. These lights should only be used in the event that an approved light is lost overboard.

Do not change batteries on VHF radios, flashlights, or any battery powered lights while on barges.

Handling crossover hoses without the assistance of a hose boom requires two or more crew- members. Use hose booms when available.

Use of stereo headphones while on watch is prohibited.

Wash hands after working on barges, working with chemicals, paints or other maintenance items and before eating.

Do not eat on barge(s). Do not drink on barges from containers without covered tops.

Watch for signs of dehydration. Drink plenty of fluids.

5.17 CRANE SAFETY/ RIGGER TRAINING

1. Operators of cranes shall be certified crane operators.

2. Personnel who are required to handle cargo shall be trained as riggers to satisfy the standards of API RP 2D.
3. Riding on the lifting block, load, or ball of any crane, derrick, or other hoisting device is strictly prohibited.
4. Do not clamp on or off equipment when it is in motion. Do not jump from any vehicle. Use both hands to mount and dismount.
5. Stay clear of moving equipment whenever there is danger from swinging booms, crane cabs, suspended loads, etc. All personnel must stand clear while the lift is being made and while the sling is being drawn from beneath the load.
6. Keep your hands out of the pinch point when hooking, coupling, or hitching.
7. Keep your hands off suspended loads. The use of tag lines is required on all suspended loads.
8. All hooks must be moused unless they have built-in safety latches.
9. Power lines must be barricaded or flagged when there is danger of contact by mobile equipment. Lines that could be reached accidentally must be de-energized or otherwise made safe before any work is done.
10. Only one person is identified to give signals to the operator. Signals used are to be the accepted standard crane hand signals. Crane operators should be briefed prior to an extremely heavy load, or if an unusual job is planned.
11. Check the angle between the bridle slings. Redistribute the slings under the load when the angle exceeds 60 degrees. Improper angles of lift result in excessive tension imposed on each leg of the sling. The results are the same as overloading.
12. Determine the weight and balance of all loads prior to making a lift. Make sure the lifting equipment will be operating within its capabilities. Test the load prior to lifting.
13. Do not point-load a hook.
14. Use the type of slings intended for the type of load and weight being lifted.
15. Center the boom-point directly over the load before hooking up. Don't pull the load block to one side to attach it to the load.
16. Remove all loose pieces of material from the load before moving it.

17. Do not leave a load suspended in the air when the hoist or crane is unattended. Keep loads as low as possible but raise it high enough to clear all items in the path of travel.
18. Do not attach a shackle crossways with the load. The eye of the choker should ride on the pin of the shackle.
19. Never use the hoist lines or discarded cable to make slings.
20. Do not hoist two or more separate rigged loads in one lift, even though the combined load is within the crane's rated capacity.
21. If hooks have been opened more than 15% of the normal throat opening (measured at the narrowest point) or twisted more than 10 degrees from the plane of the unbent hook, remove the hook from service.
22. Never stand, walk, or place any part of your body in the bight of any rope or cable. This includes mooring ropes, lifting slings, or any cable which may be drawn taut.
23. Slings will be inspected before use.
24. Personnel engaged in activities involving rigging shall be adequately trained prior to engaging in such activity.
25. Records of employee training and certification shall be maintained in their personnel file.

5.18 HOT WORK

Hot Work is defined as welding, burning, cutting, the use of a torch or any other ignition source. The following shall be followed if hot work is being performed.

1. Only qualified, authorized personnel shall do hot work.
2. Hot work areas shall be certified by a competent person prior to commencement of any hot work.
3. Designated hot work areas must be established. Do not cut or weld in locations where an open flame would be a hazard. Remove the work, if possible, to another location.
4. Daily hot work permits shall be issued prior to hot work being performed.
5. All equipment shall be inspected prior to use.

6. Gas free certificates issued by a chemist are required on tanks, adjacent tanks, pipes or other vessels that contained petroleum products. A gas free tank does not necessarily remain gas free, therefore a competent person as required by the gas free certificate should check a gas free tank, and maintain all required conditions.
7. Use flint igniters, not cigarette lighters, matches, or hot metal slag.
8. Oxygen and acetylene bottles shall be secured upright, separated by 20ft or with a 5ft steel barrier. Hoses, fittings, gauges and regulators are to be leak free.
9. Never lubricate oxygen or gas equipment with oil, grease, or petroleum products.
10. A fire watch shall be present during all hot work. This will be the only function of this assignment.
11. A fire watch shall remain on site for 30 minutes after hot work is complete.
12. A fire watch shall be familiar with and trained to use the appropriate fire extinguisher.
13. A fire watch shall be maintained on the other sides of bulkheads, decks, walls, etc.
14. Ventilation shall be provided during hot work.

5.18.1 Welding and Burning

Welding and burning is considered hot work; therefore only qualified personnel can perform these tasks. If assisting or performing a fire watch, you should do the following:

1. Follow all hot work procedures.
2. Wear proper clothing and PPE.
3. Do not look at the arc or fire with the naked eye. Use proper goggles and hoods.
4. Do not walk around or under cutting or welding because of flying sparks and slag.
5. Wear leather vest, gloves and hoods.
6. Do not leave acetylene torches unattended in any confined space such as tanks, engine room, etc.
7. Do not step on welding cables.

On the following page is a copy of the Central Boat Rentals Hot Work Permit.

5.19 COMPRESSED AIR CYLINDERS-29 CFR 1910.101

Compressed gas cylinders, such as oxygen or acetylene, that are stored on board vessels or at a shore base, should be inspected on a regular basis to ensure they are in a safe condition to the extent that this can be determined visually. Gas cylinders should be stowed off the deck and any long-term contact with a dissimilar metal should be avoided. The following guidelines should be used with respect to compressed gas cylinders:

1. Stow cylinders in an upright position.
2. Hoses, fittings, gauges and regulators are to be leak free.
3. Cylinders should be properly labeled according to its contents and marked as full or empty.
4. Bottle caps should be screwed on when not in use.
5. Never lubricate valves, fittings, etc. with oil, grease, or other petroleum products such as WD-40 or liquid wrench.
6. Oxygen and acetylene bottles shall be secured upright, separated by 20ft or with a 5ft steel barrier.

6.1 Fire Chemistry, Prevention, Drills and Fire Fighting

A fire on board a vessel is a real threat that all crewmembers must strive to prevent, and prepare to fight.

6.1.1 Chemistry

The chemistry of a fire is fairly simple. It consists of Fuel, Oxygen, and Heat (an ignition source) all reacting together. If any of the elements are removed or reduced, the fire will be controlled or extinguished.

Fire may be started by smoking, open flames, unprotected hot surfaces, static electricity, friction, mechanical sparks, engine exhaust, spontaneous combustion or ignition, welding, cutting, grinding, electrical equipment overload or failure, arson, and cooking. Be aware and make an effort to eliminate these sources whenever possible. Plastic buckets on aluminum or metal may produce static electricity.

The type of fuel being consumed categorizes all fires.

1. A Class “A” fire consists of common combustibles such as burning wood or paper. A typical class fire extinguisher consists of water. Water cools the fire by eliminating the heat.
2. A Class “B” fire consists of flammable liquids and gases.
3. A Class “C” fire is an electrical fire. Shut off the current before attempting to put out an electrical fire.
4. A Class “D” fire consists of combustible metals such as magnesium.

Fire extinguishers are rated and marked based on the class of fire and the duration of discharge or size of area it can cover.

Common types of extinguishing agents:

1. **Water**—is a frequently used extinguishing agent because of its inexpensive cost and is readily available. However, water is limited in its extinguishing capabilities.
2. **Purple K**—is a potassium bicarbonate-based dry chemical agent which is usually **purple in color**. Like Plus 50, Purple K is effective on liquid and electrical fires. Purple K is very effective in reducing fire reflash and therefore is a more effective than Plus 50 or Foray on flammable liquid fires.

3. **Carbon Dioxide (CO₂)**—is a **liquefied compressed gas** capable of extinguishing liquids and electrical fires without damage to equipment. CO₂ should be used only in areas where winds and drafts do not affect discharge of the gas.

In our industry, the most common fire extinguishers are classes A, B, and C. These extinguishers can be either dry chemical or CO₂. CO₂ extinguishes only Class A & B fires. Caution must be used when utilizing CO₂ extinguishers in confined spaces. The depletion of Oxygen which puts out the fire could also render personnel unconscious.

6.1.2 Prevention

1. All equipment and machinery should be properly maintained and inspected regularly.
2. Smoke in designated areas only.
3. No smoking in bed or bunks.
4. No smoking during fuel or liquid mud transfers.
5. Disposable butane lighters should not be used.
6. Dispose of matches and cigarettes properly. Do not throw overboard.
7. Flammable solvents, oil or greasy rags and paints shall be stored in approved/ closed containers, identified and labeled. Store in well ventilated areas. Never use gasoline as a cleaning or starting agent.
8. Proper precautions are to be taken when handling or using paints, solvents, or materials containing flammable vapors or gases.
9. Flame arrestor screens shall be maintained on vents.
10. Do not put plastic buckets or plastic garbage cans near heat or open flame sources.
11. Only metal garbage cans are to be utilized in the engine room.
12. Paint should not be sprayed in the engine room while the engines are running.
13. Barbecue pits are an open flame source, therefore are not allowed on board the vessel.
14. Keep fire-fighting equipment ready at all times.
15. Mount extinguisher off the deck on accessible brackets.
16. Do not use emergency equipment as hat or coat racks. Do not put anything over or on emergency equipment. Do not block access to or cover fire fighting equipment.
17. Fire hose, pumps and monitors shall be tested according to regulations.
18. Defective hoses shall be replaced immediately.
19. Know the location of fire extinguishers and hoses.
20. Know how to use the fire fighting equipment.
21. Extinguishers removed for any reason shall be immediately replaced.

6.1.3 Fire Emergency Procedures

1. Yell out “Fire, Fire,” and give its location.
2. Sound the alarm (rapid ringing of ship’s bell and continuous ringing of alarm bells for no less than 10 seconds).
3. Cut off air supply to the fire (close hatches, doors, ports, vents, blowers, etc.).
4. If sufficiently trained and there is no immediate danger to life and health, use portable fire extinguishers or water to extinguish the fire (Choose the right extinguisher for the type of fire).
5. If fire is in machinery spaces, shut off fuel supply and ventilation.
6. Maneuver vessel to minimize effect of wind on fire.
7. If unable to control fire, immediately notify USCG and other boats in the vicinity by radio, telephone, etc.
8. Move any passengers away from fire, and have them don life preservers if it becomes necessary to abandon ship.
9. If not engaged in fighting the fire, whether on or off duty when the alarm sounds, immediately put on your life jacket and report to the Captain or your assigned station. Follow the instructions of the Captain or the Person In Charge (PIC).

6.1.4 Fire Fighting

1. Shout “Fire, Fire,” and give its location. Summon help and alert the Captain immediately.
2. Sound the alarm bell (continuous ringing of the ship’s bell and continuous ringing of the alarm of no less than 10 seconds).
3. Analyze the situation by asking these questions:
 - a. Is it life threatening?
 - b. Will it cause damage to property?
 - c. Is a fire extinguisher or fire fighting equipment available?
 - d. Are there enough extinguishing agents available to completely extinguish the fire?
 - e. Are any hazardous, toxic or explosive chemicals present?

4. Cut off air supply to the fire if there are no personnel present (close hatches, doors, ports, vents, blowers, etc.).
5. Identify the right extinguisher prior to its use.
6. Extinguish the fire if possible by aiming the extinguisher at the base of the flames.
7. After the fire is extinguished, stand by to ensure that there is no flashback.
8. Assess the damages and report them to the Company, USCG, and any other applicable agency.

REMEMBER THE PASS METHOD:

P=PULL THE PIN

A=AIM NOZZLE AT THE BASE OF THE FIRE

S=SQUEEZE THE HANDLE

S=SWEEP THE AREA

Fighting a fire in its initial stage is considered incipient fire fighting.

Note: do not fight fires beyond the incipient stage unless you are trained and equipped to do so as a part of a fire brigade or emergency response team. Such fire fighting should be limited to trained personnel using fire extinguishers and water streams at long range.

6.1.5 Fire Extinguisher Inspection and Maintenance

1. Fire extinguishers are an important element of any fire protection program. Fire extinguishers should be:
 - a) Accessible.
 - b) Properly maintained.
 - c) Inspected monthly by trained personnel and documented.
 - d) Inspected annually by qualified personnel and documented.
 - e) Hydrostatically tested as required.

The Captain/ supervisor is responsible for ensuring that all extinguishers are properly maintained and inspected. All personnel should know how to identify and report extinguishers needing recharging and/or maintenance.

6.2 Performing Safely During Perforation Operations

Introduction

Before any work is done the CBR representative and service company operator should review the Service Company's written precautions, and identify, and if possible, eliminate specific hazards that may be present. The following general safety procedures should be followed to minimize hazards.

Precautions

- 1) Post signs or personnel should be posted at entrances to the location to notify visitors with notice that explosives are in use.
- 2) Before starting work, hold a meeting with all crews and other personnel working on the location to review safety procedures.
- 3) Alert all personnel not involved in handling the explosives to stay away from the work area and out of the perforators' line of fire.
- 4) Turn off radio and telephone transmitters, welding machines and other electrical power sources located within 500 feet of perforation operation and not required for handling the explosives and other necessary operations. Prior to loading the gun, the CBR Captain should notify the supervisors of surrounding facilities that all radio transmitting equipment be turned OFF.
- 5) Hazards from static electricity that can be present from approaching electrical storms, blowing dust, or snow should be evaluated and proper precautions taken.
- 6) All equipment should be electrically grounded as specified by Service Company procedures and checks should be made for stray currents. The source of any hazardous stray currents should be located and eliminated.
- 7) These procedures should remain in effect until the job is complete and explosives are safely stored.
- 8) In Offshore perforating jobs, the dispatcher should inform all boats and helicopters of the location of the perforating job and request radio silence for that location during the perforating operation.

6.3 FLOODING AND FLOOD CONTROL

Each vessel should test bilge alarms on a regular basis and shall test them at least once every month to ensure proper operation. Any deficiencies found should be reported to the office immediately. In the event of a situation where flooding of the vessel has been discovered, the following guidelines may assist in efforts to alleviate the problem:

1. Sound General Alarm & muster crew.
2. Secure all watertight doors.
3. Consider course and speed alteration.
4. Ensure that any injured personnel are immediately removed from the area and receive medical attention.
5. Shut down all transfer pumps and isolate fuel tanks.
6. Verify exact position/ location.
7. Assess damage to vessel. Verify area of damage and any flooded compartments or spaces.
8. Make ready any extra pumps available.
9. Identify any materials spilled and approximate amounts.
10. Consider possible ship-to-ship transfer.
11. Consider safe haven/setting aground.

6.4 TRANSFER OF PERSONNEL

Personnel transfers are one of the primary areas of vessel operations that pose a serious danger of injury to crew and workers. Accordingly, no matter what the method of transfer, all personnel involved must exercise the greatest caution for the safety of all involved. This is particularly true of the person being transferred who must take the greatest care possible for his own safety.

6.4.1 Dockside Transfers

1. When transferring from or to any shoreside installation, a gangway is preferred and shall be the first choice and will be the means to be used by all personnel.

2. Do not climb on or off equipment when it is in motion. Do not jump from any vehicle. Use both hands to mount and dismount.
3. Should a gangway be unavailable, transfers may be effected using any appropriate alternate route or means of egress or ingress, only if deemed safe by the transferred individual (s). Under no circumstances should any transfer be made on any object that is not secured or is unsteady.
4. Work vests shall always be worn whenever gangways are inappropriately guarded or unavailable.

6.4.2 Other Transfers

All persons on the open decks of boats, on unguarded landings, or when transferring between boats, platforms, rigs, barges, and any other vessels, structures, or facilities, shall at all times wear the proper personal flotation device securely fastened!

During any transfer by swing rope:

1. The user shall hold the rope with both hands firmly above the proper knot. A USCG approved personal flotation device (PFD) Type I or Type III/ IV shall be worn snugly fitted and securely fastened by swing rope user.
2. Items such as tool bags, boxes, water coolers, briefcases, suitcases, radios, parts, supplies, and any other miscellaneous items shall not be carried and/ or attached in any manner by the person transferring. Items must be transferred by rope, in a secure container, or basket. Smaller items weighing less than 40 pounds may be manually passed from person to person if the Captain judges the situation to be safe.
3. Deckhands, if possible, shall assist and be available in the event that the transferring persons require any assistance. Deckhands shall catch and furnish the proper swing rope for persons preparing to swing to or from the boat.
4. Personnel transfers from the boat to the platform is to be done only at the discretion of the Captain. Any instructions given by the Captain are to be followed immediately.
5. Keep the landing area clear of obstructions, cargo, and individuals. No attempts should be made to catch the individual transferring by swing rope. Assistance can only be given after the swing has ended.

When transferring without a swing rope:

1. Wait until the vessel pauses momentarily at the peak of the rise in a stationary position before making the transfer.
2. Keep hands free to grab and hold on to ladder rungs, rails, etc.
3. Always wear appropriate PFD

6.5 Emergency Evacuation of Platform Structures

On occasion your vessel may be called upon to evacuate workers from offshore structures. In every instance, try to contact the office or consult the USCG, if possible; before, during and after the evacuation.

The following are to be used as guidelines only, as it is not possible to outline every emergency situation that may occur:

1. Confirm the number of passengers that you have been requested to bring on board.
2. Request that all passengers wear PFD's for transfer to the vessel and to limit their belongings to as few as possible.
3. Review and ensure that there are no stability problems with the vessel that may put the personnel in more danger.
4. Try to establish a destination where the personnel will be taken or go to the nearest safe refuge.
5. Take a headcount of the personnel that arrive on board to confirm the number of personnel you were asked to take. Try to get all the names of the personnel and relay those names to shoreside personnel as soon as possible. Otherwise attempt to contact another vessel in the area and advise your situation and request assistance.

6.6 Hurricane/ Typhoon Preparedness

The following plan has been developed for all CBR vessels to provide guidelines to follow in the event that your vessel is involved in a hurricane evacuation situation. It is the Captain's responsibility to prepare the crew and the vessel for the severe weather associated with a hurricane. The most important aspect of hurricane preparedness is to ensure that open lines of communication are kept at all times.

This plan has been divided into 3 Stages: Stage 1 (Notification), Stage 2 (Warning) and Stage 3 (Evacuation).

6.6.1 Stage 1-- Notification

Stage 1 will go into effect when any tropical storm or hurricane forms or enters the Gulf of Mexico or otherwise within the area of operation. In general this will be associated with the evacuation of non-essential personnel from platforms and rigs.

1. All captains will remain available for telephone and radio communications. A close watch will be maintained on the progress of the storm.
2. Captains will stay in contact with designated contractor representatives at all times and be prepared to direct vessels according to the contractor's evacuation plan.
3. All vessels will begin stowing all unnecessary items on deck and ensure that rigging is available for immediate use.
4. All vessels shall be prepared to evacuate any platform personnel as directed (see section 6.4 above).
5. The Captain has the sole responsibility of determining whether or not sea conditions permit the safe transfer of personnel. When on standby, the Captain will stay in contact with the designated persons to keep them apprised of weather conditions with respect to the safe transfer of personnel.
6. If the Captain determines that conditions are no longer safe, he shall advise the contractor representative. The vessel will be directed to a safe harbor as agreed upon by the captain and the contractor representative.

6.6.2 Stage 2--Warning

Stage 2 shall go into effect when a tropical storm or hurricane is forecasted to directly affect any vessel operation within 72 hours. In general this is associated with the evacuation of all personnel on a platform or rig.

1. All procedures in Stage 1 shall be reviewed and addressed as appropriate.
2. Again the Captain shall determine if conditions are to transfer any personnel to the vessel.

3. Should a condition arise where the conditions are unsafe to transfer personnel and it is imperative that personnel are transferred, all efforts should be made to contact the vessel manager or any other CBR manager for guidance and advice.
4. Communications, except for those directly involved with evacuation efforts, should be kept to a minimum.

6.6.3 Stage 3--Evacuation

Stage 3 shall go into effect when a tropical storm or hurricane is forecasted to directly affect in any way vessel operation within 24-48 hours depending on the intensity of the storm. In general this is associated with the evacuation of any remaining personnel on a platform or rig and movement of the vessel away from the forecasted storm track.

1. All procedures in Stage 1 and Stage 2 shall be reviewed and addressed as appropriate.
2. Keep open lines of communication between the vessel(s) and captains.
3. If any person decides to remain on the platform or rig because they deem it is unsafe to transfer, their names and the location of the facility shall be passed to the designated contractor representative and the captain as soon as possible.
4. Instructions will be provided as needed and when all parties are in agreement the vessel will proceed as directed.
5. The vessel shall attempt to establish some form of communications every 4 hours when in a Stage 3 evacuation mode.
6. Stage 3 shall remain in effect until otherwise notified.

7.1 Environmental Compliance Guidelines

It is the policy of CBR to comply with all federal, state and local pollution laws and regulations. These laws and regulations prohibit the disposal or discharge of any pollutant including trash, garbage, discarded food, oil, waste oil, oily water, or untreated sewage into the marine environment.

Nothing is to be disposed, or discharged, into the marine environment from a CBR vessel except gray water or properly treated sewage water. The pumping of oil, waste oil, oily water, or other pollutants overboard is strictly prohibited. Garbage, trash and discarded food are to be properly disposed pursuant to the policy established herein.

The proper maintenance of all-environmental protection equipment and related systems is mandatory. The malfunction or breakdown of such equipment aboard a CBR vessel must be reported to the Captain immediately. The Captain is to report such malfunctions or breakdowns to the office immediately, in order to initiate prompt, corrective action.

In the event of a discharge of oil, waste oil, oily water, untreated sewage, or other pollutant, the captain or crewmember in charge must immediately contact the office. The office will notify the following agencies immediately:

- (1) National Response Center: 1-800-424-8802**
- (2) LA State Police Hazmat Hotline: 225-925-6595**
- (3) Other Regulatory Agencies, as applicable**

Each crewmember should be familiar with and follow the procedures set forth in the CBR Emergency Response Plan. CBR vessels may have containment equipment onboard for use in the event of an oil or hazardous materials discharge. Where provided, crewmembers should be familiar with, and trained in the use of, this equipment. In order to ensure compliance with CBR policy, rules of conduct have been adopted, as well as an educational program. Any violation of this policy or rules of conduct should be reported immediately to the Office. Any crewmember with specific questions as to the proper method of disposal of any material, or the requirements of this policy or the rules of conduct set forth herein, should contact his/her supervisor directly.

7.1.1 Recommended Procedures

In accordance with the following guidelines, the following should apply:
Violation of any of the guidelines listed will subject the employee violating the guidelines to disciplinary action up to and including discharge and may subject both the employee and the CBR to criminal prosecution and/or civil penalty.

7.1.2 Procedures for Disposal of Oily Water

1. The discharge of oily water that would result in a sheen, sludge, or emulsion on or below the surface of the water is strictly prohibited.
2. Oily water, that would create a sheen or emulsion on or below the surface of the water, must be retained securely aboard the vessel until it can be off-loaded at an approved reception facility. Should there be any question as to the procedure, which should be followed, in a specific circumstance, contact the Office immediately for guidance.
3. All overboard discharge valves are to be secured in the closed position when not in use.
4. All outboard fittings must be capped and secured where possible when not in use.
5. A suitable containment device should be placed under each oil transfer fitting.
6. Oil Absorbent materials should be available for any spillage.
7. Any discharge into the water must be reported immediately to the vessel's Captain, the CBR Office, LA State Police Hazmat hotline, and the United States Coast Guard.

7.1.3 Procedures for Oil Transfers

With all transfers of fuel oil, waste oil, and oily water to or from a vessel and from tank to tank, the Captain should incorporate all necessary safety precautions to prevent and/or contain any possibility of accidentally spilled amounts. (i.e. booms, oil soak pads, yawl, extra personnel, etc.).

The loading of fuel, lube oil, or bulk petroleum products aboard a vessel must be monitored by at least 2 persons, and good communication and shut down procedures should be enforced.

7.1.4 Procedures for Disposal of Fuel Filters, Oil Filters and Rags

All fuel filters, oil filters and oily rags must be disposed of by placing them in leak proof containers. These containers are to be offloaded only at approved facilities. CBR's Office should be contacted if there are questions regarding the proper disposal of these items.

7.1.5 Procedures for Disposal of Garbage and Vessel Generated Waste

Garbage disposal represents a great problem for oilfield service vessels. The amount of garbage produced onboard a vessel requires that a feasible means of disposal must exist

that allows for disposal without harm to the environment. In an effort to assist companies in this matter, Annex V of the MARPOL TREATY has been adopted by many countries. These basic guidelines, in the form of labeling, are issued to every vessel and installed in the galley area near the waste receptacle. The main guideline is listed below:

- **WITHIN 3 MILES OF THE SHORELINE**

No Garbage of any kind may be disposed overboard. Only dishwater and greywater can be disposed overboard. Dishwater is the water residue remaining after washing dishes. Greywater describes water residue remaining after showers, baths and clothes washing.

7.1.6 Oil Spills

1. Observe and judge as to:
 - a) Whether or not human life, property or the environment is in danger.
 - b) Whether or not the spill can be readily stopped or brought under control, without undue risk of life.
2. Take prompt action to alleviate any danger, and stop or control the spill.
3. After taking the above actions, immediately contact your supervisor and give an assessment of the situation. Communicate the need for an additional assistance or equipment as necessary. The captain is responsible for notifying management.

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